1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 025 | | | | | | |
| **Use Case Name** | Associate Feedback | | | | | | |
| **Purpose/Goal** | To give the feedback to associate on competencies | | | | | | |
| **Description** | Lead will give the feedback to associate based on his work and trainings attended by him on project critical skills | | | | | | |
| **Actors** | * Associate * Lead | | | | | | |
| **User** | * Associate/Lead | | | | | | |
| **Priority** | Medium | Frequency of Use | | | Any time during the project execution | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Shivudu Maddi | | | **Date** | | | 15/09/2016 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

1. **TRIGGERS, PRE-CONDITIONS AND POST-CONDITIONS**

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| **Triggers** | * After skill gap assessment |
| **Pre-Conditions** | * User logged in to Associate Portal. |
| **Post- Conditions** | * Assign the trainings with its target dates to associates |

1. **NORMAL FLOW**

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| User | System |
| 1. User clicks on Talent Management Tab. | * System shows Project Management menu option. |
| 1. User clicks on Associate Feedback menu option. | * System shows a screen with Role Assignment, Skill Gap Assessment, Project Trainings, and Associate Feedback as tabs on the screen. Associate Feedback tab is shown as selected. * System shows below UI controls in the Associate Feedback tab   + Associate dropdown   + Competency Area dropdown   + Skills dropdown   + Proficiency dropdown   + Associate Contribution Text Area   + Reporting Manager Text Area   + Add button   + A grid with added feedbacks and its status   + Save as Draft button   + Submit button |
| 1. User selects the Associate name from the Associate dropdown. | * System displays and allows to select any Associates who are working in that project. |
| 1. User selects the Competency Area to be addressed. | * System displays the standard Competency Areas and allows to select any Competency Area from the list. * System displays the list of skills in the skills dropdown for the selected Competency Area. |
| 1. User selects the Skill to be addressed. | * System displays the Skill as selected. |
| 1. User selects Proficiency Level. | * System displays the Proficiency as selected. |
| 1. User provides associate contribution. | * System captures the Associate Contribution details. |
| 1. User provides Reporting Manager Feedback. | * System captures the Reporting Manager Feedback details. |
| 1. User clicks ‘Add’ button | * System saves all the provided data and displays in the below grid. |
| 1. User clicks ‘Save as Draft’ button | * System preserves the data for future submission. |
| 1. User clicks ‘Submit’ button | * System save the Skill Gap related information into the database. |
| 1. User clicks on Edit radio button | * System allows the record to be updated. |
| 1. User clicks on Delete | * System deletes that row from the grid. |

1. **ALTERNATIVE FLOW**

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| Alt 1:   1. User click on “Save as Draft” button and the recorded information will be saved.   Alt 2:   1. User (Lead) clicks on Project Management Tab. 2. User click on Feedback menu item. 3. User select the associate and see his contribution to the project. 4. User will review the recordings by associate, he can record his feedback.   Alt3:   1. User click on “Cancel” button and logged out from application. |

1. **EXCEPTIONS**

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| NA |

1. **BUSINESS RULES**

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| NA |

1. **SPECIAL REQUIREMENTS**

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| NA |

1. **ASSUMPTIONS**

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| Associate has to be allocated to the project |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * Associates has provide the feedback. * Lead review and approve the added/updated skill stack of associate. * Associate’s skills will be added/updated to his technical stack |