1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **System Use Case ID** | UC – 014 | | | | | | |
| **System Use Case Name** | Key Result Area(KRA) Assignment | | | | | | |
| **Purpose/Goal** | Department head assigns the KRAs to the associates. | | | | | | |
| **Description** | * Department head selects the associates by role and project. * Assigns the KRA to the associates of their department. * System notifies the assignment of KRA to associates. | | | | | | |
| **Actors** | * Department Head | | | | | | |
| **Priority** | High | Frequency of Use | | | Yearly once(Before starting of the financial year) | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Sarada Nath | | | **Date** | | | 21/06/2016 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

1. **NORMAL FLOW**

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| 1. Department head Navigates to KRA Assignment page and selects the project. | 1. System fetches all the roles active for that project and shows it in the roles dropdown. 2. System populates all the Associates list who are performing that role for that project and who are not in notice period. |  |
| 1. Department Head selects a role from the roles list. | 1. System populates the KRA/KRAs for the selected role. ( Alt 1) |  |
| 1. Department head clicks on preview button. | 1. System fetches the assigned KRA draft and displays on the screen. |  |
| 1. Department head validates the draft and clicks on Assign button. | 1. System assigns the KRA to the Associate.(Alt 1) 2. After completion of KRA assignment, System sends email to the Associate notifying the KRA assignment (on a defined day e.g. on April 1st of the year) | Alt 1:   1. System validates the KRA precedence, if the Associate is already assigned with a KRA for another role. 2. Based on the role precedence and project tenure System selects the appropriate KRA for the Associate and updates the KRA if needed. |
| 1. Associate login to the Associate Portal and navigates to KRA tab. | 1. System populates the assigned KRA for him. |  |

1. **ALTERNATIVE FLOW**

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| * If any Associate is joining in between the financial year, then HR Head initiates the KRA assignment for the associate. Then the flow goes as normal flow. * If any Associate is moving from one role to another role in the same project, then the KRA of the role with precedence will be assigned to the Associate. * If any Associate is moving from one project to another project with a role change, then the KRA of the role for the new project will be assigned to the Associate. Then the flow goes as normal flow. |

1. **BUSINESS RULES**

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| * KRA assignment is not applicable for the associate who are serving notice period * KRA assignment is not applicable for the associate who joined the organisation on or after Jan 31st. * For the grades above G4 there will be 2 KRAs. * After KRA assignment no associate can edit their own KRA, they can only view it. |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * KRAs should be assigned to the Associates. * G4 and above grade should have 2 KRAs. * System should trigger notification to all the Associates when Department head assigns the KRA. * System should show a provision to view/download the assigned KRA from every associate’s dashboard. |