1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 014 | | | | | | |
| **Use Case Name** | Key Result Area(KRA) Definition | | | | | | |
| **Purpose/Goal** | HR Head define KRA’s for individual contributor and lead roles based on existing KRAs and suggestions given by department head for the coming financial year. | | | | | | |
| **Description** | * HR Head initiates the KRA definition process for the coming financial year. * HR Head collects the inputs from department heads for the new KRA. * HR Head imports the existing KRAs and validates with the inputs provided by department heads and defines the new KRA. * HR Head submits the new KRA for approval. * Department head and CEO need to review the KRAs and approve these. | | | | | | |
| **Actors** | * HR Head | | | | | | |
| **Priority** | High | Frequency of Use | | | Yearly once(Before starting of the financial year) | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Sowjanya Narra | | | **Date** | | | 15/06/2016 |
| **Reviewed By** | Shivudu Maddi | | | **Date** | | | 16/06/2016 |
| **Last Updated By** | Thrideep Gona | | | **Date** | | | 27/06/2016 |

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

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| **Triggers** | Before starting of the financial year HR Head initiates the KRA definition process. |
| **Pre-Conditions** | * HR Head logs in to associate portal and goes to the KRA tab. |
| **Post- Conditions** | * Once KRAs are submitted for review, system will not allow the HR Head to edit or re-submit the KRA. * Department Head can see all KRAs pending for their review and approval. |

1. **NORMAL FLOW**

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| Actor | System | Alternate |
| * HR Head clicks on KRA definition menu. | * System loads KRA definition screen with 2 sections – KRA History for current year and KRA definition for coming year. * KRA History section displays the fields like department, role, grade, and import button. * KRA definition section will be displayed with 2 buttons – “Save as draft” and “submit for review”. |  |
| * HR Head selects a department from the department list in KRA history section. | * System populates roles and department heads for the selected department. |  |
| * HR Head selects a role from the role list in KRA history section. | * System fetches the existing KRAs from current year, for selected role and populates in “KRA History” section of the screen. |  |
| * HR head clicks on import. | * System imports all the KRA elements from the KRA history to the KRA definition for selected role. * System displays the KRA definition for a role with select, collapse and expandable controls. |  |
| * HR Head clicks on expandable icon to view the KRA elements for selected role. | * System expands KRA definition section. * System displays all the KRA elements which are imported from KRA history. * System shows “Add” and “Delete” buttons in KRA elements section to allow the HR Head to add and delete new KRA element to/and from the KRA. |  |
| * HR Head clicks on “Add” button in KRA elements section. | * System adds a new row to the KRA elements list. | * **Alt1** - HR head deletes existing KRA element from the KRA definition. * **Post condition**- The KRA element will be deleted from the KRA. |
| * HR Head inputs the KRA aspect, Metric, Target and measure in a new row which is added. | * System adds the newly added row to the existing KRA elements list. |  |
| * HR Head clicks on collapse icon to hide the KRA elements. | * System collapses the KRA elements. |  |
| * HR Head selects one/many KRA definitions to save as draft. | * System shows the selected KRA definitions as checked. | * **Alt2** - HR head deselects the KRA definition. * **Post condition**- System shows the deselected items as ‘unchecked’. |
| * HR Head clicks “Save as Draft” button. | * System saves KRA information with “draft” status. | * **Alt3** - HR Head can edit the saved draft of KRA in future until it is submitted for review. * **Post condition**- KRA will be updated as “draft” status with another version. |
| * HR Head selects all KRAs and select reviewer then clicks on Submit for Review button. | * System updates the KRAs status to ‘Submitted for review’. * System sends the notification(s) to the respective reviewer(s). | * **Alt4** – System validates on “Submit for review” button click as if KRAs have been defined for all roles. * **Post condition** – HR Head will be hard-stopped from submitting the KRAs for review if KRAs have not been defined for all roles. * **Alt5** – System doesn’t allow the HR Head to edit the KRA once it is submitted for review. * **Post condition** – System will disable the Save as draft and Submit for review buttons. |

1. **ALTERNATIVE FLOW**

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| * HR Head is logged out of the system due to session time out, exception or intentionally. | * System maintains the state of KRA definition process at which role the process has been halted. | * HR Head will be able to resume the KRA definition process where it has been halted. |



1. **EXCEPTIONS**

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| NA |

1. **BUSINESS RULES**

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| * KRAs definition should be based on role, grade and department. * Each KRA should have Aspect, Metric, Target and Tenure. |

1. **SPECIAL REQUIREMENTS**

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| NA |

1. **ASSUMPTIONS**

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| * Existing KRAs for the role should be available for import. * All the KRAs should be defined based on the inputs of department head. |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * KRAs should be defined for all active roles. |