1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 022 | | | | | | |
| **Use Case Name** | Role Assignment | | | | | | |
| **Purpose/Goal** | To assign a role to the associate in a project | | | | | | |
| **Description** | Lead/Program Manager assign a role against a project. Associate can be assigned by multiple roles in a project, but one role will be primary remaining are secondary. Secondary roles meant for short time. | | | | | | |
| **Actors** | * Associate * Lead * Program Manager | | | | | | |
| **User** | * Associate/Lead/Program Manager/Competency Lead/Department Head | | | | | | |
| **Priority** | Medium | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Shivudu Maddi | | | **Date** | | | 03/10/2016 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

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

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| **Triggers** | When associate allocated to the project |
| **Pre-Conditions** | * User logged in to Associate Portal. |
| **Post- Conditions** | * Associate will be assigned with at least on role against a project. |

1. **NORMAL FLOW**

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| User | System | Alternate flow |
| 1. User clicks on Talent Management Tab. | * System shows Project Management menu option. |  |
| 1. User clicks on Project Management menu option. | * System shows a screen with Role Assignment, Skill Gap Assessment, Project Trainings, and Associate Feedback as tabs on the screen. Role Assignment tab is selected by default. * System shows below UI controls in the Role Assignment tab   + Associate dropdown   + Role dropdown   + From and To date fields   + Assign 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 Role to be assigned. | * System displays the standard responsibilities for that role. |  |
| 1. User provides the from date and to date | * System capture the date as tenure of the assigned Role. |  |
| 1. User adds project specific role’s responsibilities. | * System captures the specific role’s responsibilities for future reference. |  |
| 1. User clicks ‘Assign’ button | * System saves all the provided data in the screen for future reference. |  |

1. **ALTERNATIVE FLOW**

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| **Alt 1:**   1. User change the primary role of associate, effective date and clicks ‘Submit for Approval’ button 2. Program Manager/HR Manager will be notified. 3. Program Manager approve the role change, new set of KRA will be assigned to associate based on the new role. 4. The new KRA will be effected from the ‘Effective Date’ |

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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| NA |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| NA |