1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC –020 | | | | | | |
| **Use Case Name** | Talent Requisition Approval | | | | | | |
| **Purpose/Goal** | To approve talent requisition request for the open positions in a project/department. | | | | | | |
| **Description** | Delivery Head or MD approves the talent requisitions. If the talent requisition is submitted by Program Manager/Competency Lead then Delivery Head approves that talent Requisition request. If the talent requisition is submitted by any Department Head then Managing Director approves that talent Requisition request. | | | | | | |
| **Actors** | * Delivery Head * Managing Director | | | | | | |
| **user** | * Delivery Head/Managing Director | | | | | | |
| **Priority** | High | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Satya Ravula | | | **Date** | | | 01/07/2016 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

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

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| **Triggers** | * Delivery Head/ Managing Director gets talent requisition notification. * Delivery Head/ Managing Director approve the Talent Requisition request based on need for project or department. |
| **Pre-Conditions** | * User logged in to Associate Portal. * Talent Requisition status should be in “Approval Due”. |
| **Post- Conditions** | * Requisition status will be “Approved” or “Rejected”. * The concerned person (Competency Lead/ Program Manager/ Department Head/ HR Manager) gets notification on approval completion. |

1. **NORMAL FLOW**

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| Actor | System | Alternate flow |
| 1. User Clicks on Talent Management Tab. | * System display Talent Requisition menu option. |  |
| 1. Delivery Head Click on Talent Requisition menu. | * System navigates to the Talent Requisition History Page. * System displays Draft/Approval due/Approved requisitions if any * System displays search menu, Add button and Edit button on top of the requisition history table. * System display “Approve” and “Reject” button bottom of the requisition history table. |  |
| 1. Managing Director Click on Talent Requisition menu. | * System navigates to the Talent Requisition History Page. * System displays Approval due/Approved requisitions if any * System displays search menu, Add button and Edit button on top of the requisition history table. * System display “Approve” and “Reject” button bottom of the requisition history table. |  |
| 1. Delivery Head can select the requisitions and Click on “Approve” button. | * System updates the requisition status as “Approved”. * System triggers notification to the concerned person (Competency Lead/ Program Manager/HR Manager). |  |
| 1. User can select the requisition and Click on “Reject” button. | * System displays the popup with remarks text editor, Submit and Cancel buttons. |  |
| 1. User entered remarks then click on “Submit” button. | * System updates the requisition status as “Rejected”. * System triggers notification to the concerned person (Competency Lead/ Program Manager/ Department Head/ HR Manager). | **Alt 5:**   * If User clicks on “Cancel” button then system does not reject the requisition and close the popup window. |

1. **ALTERNATIVE FLOW**

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| 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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| NA |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * The concerned person (Competency Lead/ Program Manager/ Department Head/ HR Manager) gets notification on approval completion * The talent requisition status should be “Approved” or “Rejected”. * The approved Resource Requisition should be persisted for future reference. * If talent requisition is approved then Competency Lead/ Program Manager/ Department Head/ HR Manager should be able to see the matching profiles of the resources for the approved Resource Requisition. |