1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 023 | | | | | | |
| **Use Case Name** | Skill Gap Assessment | | | | | | |
| **Purpose/Goal** | To do Skill Gap Assessment for a role in a project against associate’s skills | | | | | | |
| **Description** | Lead will identify critical skills needed for the project role and a list of competencies that most clearly and accurately describe what is needed to do the work. Lead will conduct an interview with on-boarding associate into project and Identify gaps for the necessary skills and training needs so that training plans can be created. | | | | | | |
| **Actors** | * Associate * Lead | | | | | | |
| **User** | * Associate/Lead | | | | | | |
| **Priority** | Medium | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Shivudu Maddi | | | **Date** | | | 14/09/2016 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

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

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| **Triggers** | After associate allocated to the project |
| **Pre-Conditions** | * User logged in to Associate Portal. |
| **Post- Conditions** | * Skill gaps, training needs identified and that training plans can be created. |

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 Skill Gap Assessment menu option. | * System shows a screen with Role Assignment, Skill Gap Assessment, Project Trainings, and Associate Feedback as tabs on the screen. Skill Gap Assessment tab is shown as selected. * System shows below UI controls in the Skill Gap Assessment tab   + Associate dropdown   + Competency Area dropdown   + Skills dropdown   + Proficiency dropdown   + Add button   + A grid with added Skill gaps 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 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. **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 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 * Project specific skills were identified |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * Identify gaps where associate has the necessary skills * Identify training needs so that training plans can be created * Provides a basis for discussion with individuals for career development |