Business Requirements Document for the Tamil Nadu Employment and Training Portal

1. Document Control

1.1 Document Information

- **Document Title:** Business Requirements Document
- **Project Name:** Tamil Nadu Employment and Training Portal
- **Version:** 1.1
- **Date:** 12-12-2024
- **Author:** Kokul, Business Analyst
- **Approver:** Tamil Nadu Employment Department

1.2 Revision History

Version	Date	Author	Description
1.0	27-11-2024	Kokul	Initial draft
1.1	05-12-2024	Kokul	Included scope of Intern and Skill Development Agency

1.3 Distribution List

Role/Name	Department
Project Sponsor: Tamil Nadu Employment Department	Executive Office
Employer of Various Departments	Government Departments

Employee	Job Seekers
Intern	Interns
Skill Trainer	Skill Development Agency
Admin	Tamil Nadu Employment Department
Vendor Company: Sankee Private Limited	Vendor Department
Business Analyst: Kokul	Vendor Department

2. Executive Summary

Summary Statement

The Tamil Nadu Employment and Training Portal project aims to develop an online platform that connects employers, employees, interns, and the Skill Development Agency within Tamil Nadu. The portal will facilitate job postings, employee recruitment, internship opportunities, and skill training programs managed by the Skill Development Agency. By integrating these functionalities, the portal will streamline recruitment and training processes, thereby enhancing employment opportunities and skill development in the region.

This initiative supports the agency's strategic goal of bridging the skill gap, improving employment rates, and fostering economic growth within Tamil Nadu adhering to GIGW guidelines.

3. Project Overview

3.1 Project Purpose

To create a centralized online platform that efficiently connects employers with employees and interns, while providing robust tools for managing skill training programs and monitoring participant progress.

3.2 Needs Statement

Tamil Nadu faces a significant skill gap that hinders economic growth and employment rates. Employers struggle to find qualified candidates, while employees and interns find it challenging to locate suitable opportunities. Additionally, the Skill Development Agency requires an efficient system to manage training programs and track participant progress. The current manual processes lead to inefficiencies, delays, and potential errors in matching candidates with employers and training programs.

3.3 Project Scope

3.3.1 In-Scope

1. **Website Development:** Creation of a user-friendly job portal tailored for Tamil Nadu users.
2. **Functionalities:**
   a. Job postings
   b. Employee recruitment
   c. Internship postings
   d. Resume uploads
   e. Job/internship applications
3. **User Management:**
   a. Registration and profile management for employers, employees, interns, and administrators.
4. **Search and Filter:** Basic capabilities specific to Tamil Nadu job and internship listings.
5. **Notifications:** Email alerts for application status updates and training program notifications.
6. **Dashboard:** Management interface for job/internship postings, user accounts, and training programs.

7. **Integration:**
   a. LinkedIn for sharing and promoting job and internship listings.
8. **Multilingual Support:** Tamil and English languages.
9. **Training Management Tools:** For creating, scheduling, and monitoring training sessions.

3.3.2 Out-of-Scope

1. **Advanced Features:**
   a. Applicant Tracking Systems (ATS)
   b. AI-driven candidate matching
2. **Mobile Application Development:** Only web-responsive design is included.
3. **External Integrations:** Beyond initial social media platforms; excludes external third-party integrations.
4. **Advanced Analytics:** Beyond basic metrics on job/internship postings, applications, and training programs.

3.4 Project Objectives

1. **Employers:** Facilitate easy posting of job vacancies and employee recruitment within Tamil Nadu.
2. **Employees and Interns:** Allow seamless creation of profiles, resume uploads, and application processes.
3. **Skill Development Agency:** Provide tools to manage training programs and track participant progress.
4. **Efficiency:** Reduce recruitment and training processes' time-to-hire and time-to-train by 50%.
5. **User Engagement:** Offer personalized recommendations, training suggestions, and notifications.
6. **Strategic Mission:** Bridge the skill gap by matching qualified candidates with suitable opportunities.

3.5 Project Deliverables

1. **Job Portal Website:** Fully functional and user-friendly.
2. **User Manuals and Training Materials:** For all user roles.
3. **Data Migration:** Transfer existing data to the new portal.
4. **Social Media Integration:** Features for sharing listings.

5. **Multilingual Support:** Tamil and English interfaces.
6. **Training Management Module:** Tools for creating and managing training programs.

3.6 Project Milestones

Milestone	Date
Project Initiation	01-05-2024
Requirement Gathering Complete	15-06-2024
Design Phase Complete	30-07-2024
Development Phase Complete	30-11-2024
Testing Phase Complete	15-12-2024
Deployment	01-01-2025

3.7 Project Constraints

1. **Time:** Must be completed within an 8-month timeframe.
2. **Budget:** Limited to ₹75,00,000.
3. **Resources:** Additional resources may be required for accurate translations and localization for multilingual support.
4. **Integration:** Training program management features must integrate seamlessly with existing Skill Development Agency processes.

3.8 Project Assumptions

1. **Internet Access:** Users have basic internet access and digital literacy.
2. **Data Accuracy:** Employers and Skill Development Agency will provide accurate and up-to-date information.
3. **Infrastructure:** Existing infrastructure can support the new portal without significant upgrades.
4. **Language Preference:** Users will primarily access the portal in Tamil and English.

4. Stakeholder Analysis

Stakeholder	Role	Responsibilities
Project Sponsor: Tamil Nadu Employment Department	Executive Sponsor	Provide funding and strategic direction
Business Analyst: Kokul	Business Analyst	Document business needs and requirements
Vendor Company: Sankee Private Limited	Service Provider	Develop and implement the job portal according to requirements
Employer of Various Departments	Employers	Post job vacancies, recruit employees
Employee	Individuals seeking full-time employment	Search and apply for job opportunities

Intern	Students or individuals seeking internships	Search and apply for internship opportunities
Skill Development Agency	Trainer	Manage training programs
Admin	Super User	Oversee all roles, manage portal settings and user permissions
Project Manager	IT	Ensure technical feasibility and provide support

5. Business Requirements

5.1 Functional Requirements

User Roles and Permissions

Employer of Various Departments:

1. **FR1:** Employers shall be able to create an account and log in securely.
2. **FR2:** Employers shall be able to post, edit, and delete job and internship listings specific to Tamil Nadu.
3. **FR3:** Employers shall have access to a dashboard to manage their postings and review applications.
4. **FR4:** Employers shall receive notifications when new applications are submitted for their postings.

Employee:

1. **FR5:** Employees shall be able to register, create, and manage their profiles.
2. **FR6:** Employees shall be able to upload and update their resumes and relevant certifications.
3. **FR7:** Employees shall be able to search for jobs using keywords, location (within Tamil Nadu), and categories.

4. **FR8:** Employees shall be able to apply for jobs directly through the portal.
5. **FR9:** Employees shall receive email notifications upon successful application submissions and status updates.

Intern:

1. **FR10:** Interns shall be able to register, create, and manage their profiles.
2. **FR11:** Interns shall be able to upload and update their resumes, academic records, and relevant projects.
3. **FR12:** Interns shall be able to search for internship opportunities using keywords, location (within Tamil Nadu), and categories.
4. **FR13:** Interns shall be able to apply for internships directly through the portal.
5. **FR14:** Interns shall receive email notifications upon successful application submissions and status updates.

Skill Development Agency:

1. **FR15:** The Skill Development Agency shall be able to create, edit, and delete training programs.
2. **FR16:** The Skill Development Agency shall be able to enroll interns into training programs.
3. **FR17:** The Skill Development Agency shall be able to track participant progress and program outcomes.
4. **FR18:** The Skill Development Agency shall receive reports on training program effectiveness and participant feedback.

Admin:

1. **FR19:** The Admin shall oversee all user roles, manage portal settings, and enforce access permissions.
2. **FR20:** The Admin shall have comprehensive control over the portal's functionalities, ensuring smooth operations.
3. **FR21:** The Admin shall have access to advanced dashboards and analytics for monitoring portal activities and performance.
4. **FR22:** The Admin shall manage user accounts, including role assignments and access permissions.
5. **FR23:** The Admin shall handle system maintenance, updates, and troubleshooting as necessary.

General Functional Requirements:

1. **FR24:** The portal shall allow users to switch between Tamil and English languages seamlessly.
2. **FR25:** The system shall provide basic analytics on job/internship postings, applications, and training program enrollments.
3. **FR26:** The portal shall support social media integration for sharing job and internship listings.
4. **FR27:** The portal shall provide a feedback mechanism for users to report issues or suggest improvements.

5.2 Non-Functional Requirements

1. **NFR1:** The portal shall have a response time of less than 3 seconds for any user action.
2. **NFR2:** The system shall be available 99.5% of the time, excluding scheduled maintenance.
3. **NFR3:** User data shall be stored securely and comply with relevant data protection regulations, including Tamil Nadu state guidelines.
4. **NFR4:** The portal shall be accessible on major web browsers (Chrome, Firefox, Safari).
5. **NFR5:** The design shall be responsive to ensure usability on desktops, tablets, and mobile devices.
6. **NFR6:** Support for Tamil and English languages to cater to a wider user base.
7. **NFR7:** The system shall adhere to GIGW accessibility standards to ensure usability by individuals with disabilities.
8. **NFR8:** The portal shall support scalability to handle increased user traffic and data volume over time.

5.3 Regulatory and Compliance Requirements

1. **RR1:** Ensure compliance with GDPR and Indian data protection laws for handling user data.
2. **RR2:** Implement secure authentication mechanisms to protect user accounts.
3. **RR3:** Maintain audit logs for all administrative actions within the portal.
4. **RR4:** Adhere to accessibility standards to ensure the portal is usable by individuals with disabilities.

5. **RR5:** Ensure all training programs meet the regulatory standards set by the Tamil Nadu Employment Department.

6. Business Process Models

6.1 Current Process

Description:

Currently, the recruitment and training processes managed by the Tamil Nadu Employment Department are handled manually through email and in-person interactions. This manual approach leads to inefficiencies, delays, and potential errors in matching employees and interns with employers and training programs.

Key Steps:

Job Posting

● Employer prepares job descriptions and sends them via email to the Employment Department.
● The Employment Department manually reviews and stores the job listings in an Excel Sheet for record-keeping and future reference.

Employee/Application Submission

● Employees submit resumes and applications directly to the Employment Department via email or in-person.
● The Employment Department manually inspects the Excel Sheet for suitable candidates and forwards relevant profiles to the Employer.

Intern/Application Submission

● Intern submits resumes and applications directly to the Employment Department via email or in-person.
● The Employment Department manually inspects the Excel Sheet for suitable candidates and forwards relevant profiles to the Employer.

Training Program Enrollment

● The Employment Department compiles intern data and shares it with the Skill Development Agency.
● The Skill Development Agency conducts training sessions based on the received participant information.
● Intern participates in the training programs as per the schedule.

Communication and Feedback

● Employers, Employment Department, Skill Development Agency, Employee, and Intern communicate via email and phone calls, leading to delays and miscommunications due to the lack of a centralized system.

Challenges in the Current Process:

1. Data Management: Storing job listings and intern data in Excel sheets is prone to errors, data loss, and lacks scalability.
2. Inefficiency: Manual handling of applications and training enrollments is time-consuming and delays the recruitment and training cycles.
3. Lack of Integration: Absence of a centralized platform hampers effective communication and data sharing between stakeholders.
4. Limited Visibility: Employers have limited visibility into the pool of candidates and interns, making it difficult to identify suitable candidates promptly.
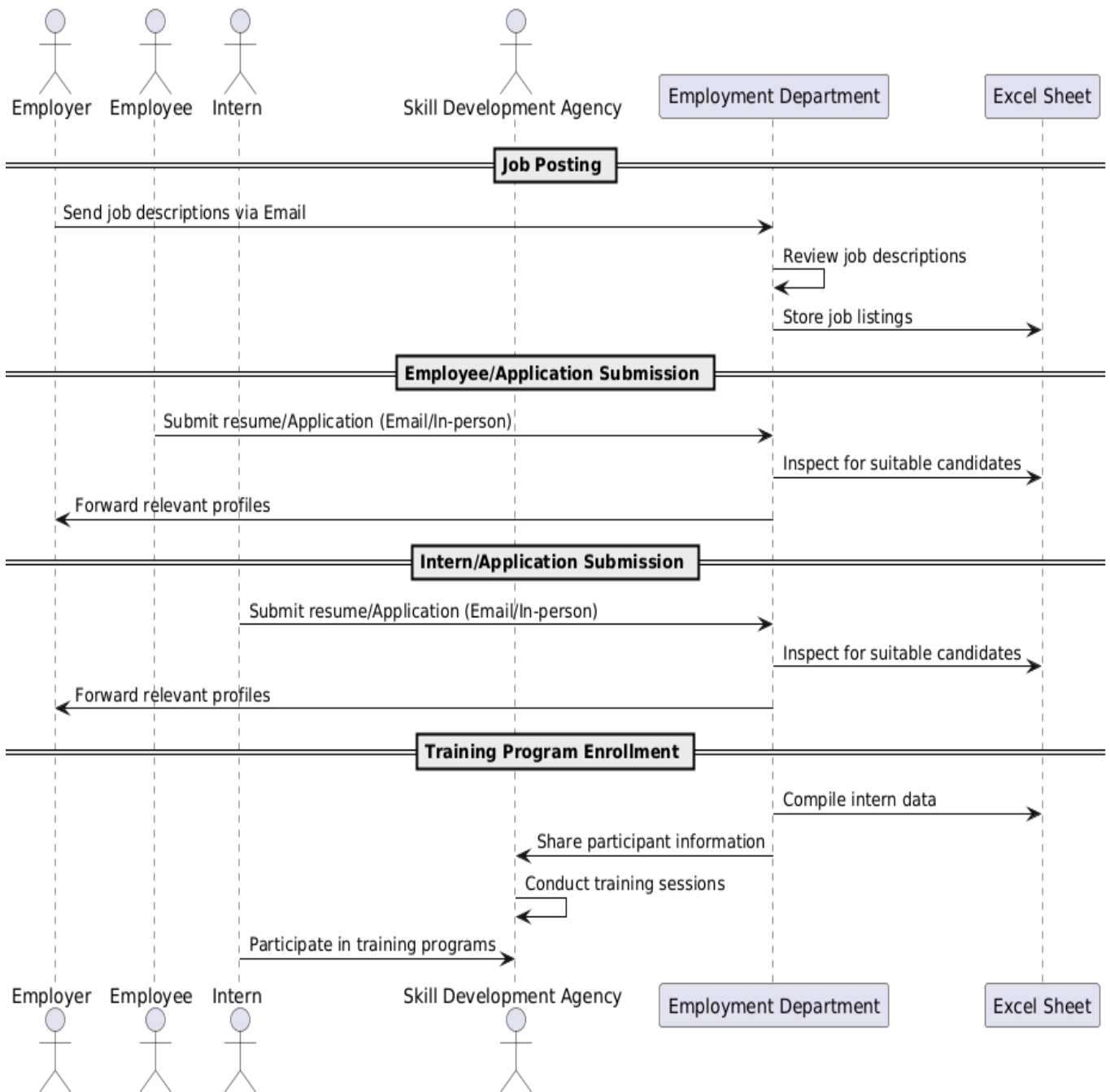
6.2 Future Process

The **Tamil Nadu Employment and Training Portal** will revolutionize the recruitment and training processes by automating and centralizing all related activities. This automation will

enhance efficiency, reduce errors, and provide a seamless experience for all stakeholders involved.

Employer

- Create secure accounts on the portal.
- Log in to manage job and internship listings.
- Create, edit, and delete job and internship postings specific to Tamil Nadu.
- Ensure all listing information is accurate and up-to-date using intuitive interfaces.
- Oversee all postings through a dedicated dashboard.
- Monitor application statuses and review incoming applications.
- Receive alerts for new applications to respond promptly.
- Engage with applicants via in-portal messaging systems.
- Schedule interviews and provide feedback to candidates.
- Access basic and advanced analytics tools.
- Gain insights into recruitment trends and application patterns to make informed hiring decisions.

Employee

- Register on the portal and create/manage comprehensive profiles in Tamil and English.
- Upload resumes, certifications, and other relevant documents.
- Utilize advanced search functionalities with keywords, specific locations within Tamil Nadu, and various job categories.
- Apply for jobs directly through the portal with a single click.
- Receive email confirmations upon application submission.
- Track application statuses through personalized dashboards.
- Interact with employers via in-portal messaging systems to discuss applications and address job-related inquiries.

Intern

- Register on the portal and create/manage detailed profiles in Tamil and English.
- Upload resumes, academic records, and relevant project work.
- Use robust search tools to find internships based on keywords, locations within Tamil Nadu, and specific categories.
- Apply directly for internships through the portal.
- Receive immediate confirmation and status updates via email.

- Monitor application progress through personalized dashboards.
- Enroll in training programs online.
- Participate in training programs as per the schedule.
- Track participation and performance within the portal's dashboard.
- Submit feedback on training programs to contribute to the portal's improvement.

Skill Development Agency

- Create, edit, and manage training programs within the portal.
- Handle scheduling sessions and managing training content.
- Enroll interns into appropriate training programs through the portal.
- Monitor participant engagement and track intern progress and performance.
- Receive detailed reports on training program effectiveness and participant feedback.
- Assess and enhance training methodologies based on feedback and reports.
- Communicate directly with interns via in-portal messaging systems.
- Provide updates, address queries, and support participants throughout their training.

Admin of Employment Department

- Oversee the entire portal's operations to ensure smooth and efficient functionality.
- Manage user accounts, assign roles, and enforce access permissions for security and compliance.
- Oversee all job and internship listings to ensure regulatory compliance and accuracy.
- Implement automated validation processes to verify listing accuracy and relevance.
- Address discrepancies or compliance issues as necessary.
- Manage global portal settings, including language preferences (Tamil and English), notification settings, and security protocols.
- Handle system updates and troubleshooting to maintain portal integrity and reliability.
- Collect and review user feedback.
- Implement changes to enhance portal functionality and user experience.
- Access advanced dashboards and analytics to monitor portal activities.
- Generate comprehensive reports and identify areas for improvement to ensure the portal remains secure, efficient, and user-centric.

Benefits of the Future Process:

1. **Enhanced Efficiency:** Automation reduces manual efforts, accelerating the recruitment and training cycles.

2. **Improved Data Management:** Centralized data storage ensures accuracy, security, and easy access to information.
3. **Seamless Integration:** A unified platform fosters effective collaboration and data sharing between all stakeholders.
4. **Greater Visibility:** Employers gain better insights into the pool of candidates and interns, facilitating timely and informed hiring decisions.
5. **Scalability:** The portal can handle increased data volume and user traffic, supporting the growing needs of the Employment Department and Skill Development Agency.

Employer	Employee	Intern	Skill Development Agency	Admin of Employment Dept	Employment & Training Portal

Employer Workflow

Create Account →
← Account Created Confirmation
Login →
← Login Success
Create/Edit/Delete Job Listings →
← Listing Updated Confirmation
View Applications →
← Display Applications
Communicate with Applicants →
← Message Sent
Schedule Interviews →
← Interview Scheduled Confirmation

Employee Workflow

Register Account →
← Registration Confirmation
Create/Update Profile →
← Profile Updated Confirmation
Search Jobs →
← Display Job Listings
Apply for Job →
← Application Submitted Confirmation
Track Application Status →
← Update on Application Status
Communicate with Employers →
← Message Sent

Intern Workflow

Register Account →
← Registration Confirmation
Create/Update Profile →
← Profile Updated Confirmation
Search Internships →
← Display Internship Listings
Apply for Internship →
← Application Submitted Confirmation
Enroll in Training Programs →
← Enrollment Confirmation
Submit Feedback on Training →
← Feedback Received Confirmation

Skill Development Agency Workflow

Login →
← Login Success
Create/Edit Training Programs →
← Training Program Updated Confirmation
Enroll Interns into Programs →
← Enrollment Confirmation
Monitor Participant Engagement →
← Display Engagement Metrics
Track Intern Progress →
← Display Progress Reports
Communicate with Interns →
← Message Sent

Admin Workflow

Login →
← Login Success
Manage User Accounts/Roles →
← Accounts/Roles Updated Confirmation
Monitor Listings for Compliance →
← Compliance Reports
Validate Listings →
← Listing Validation Confirmation
Manage Portal Settings →
← Settings Updated Confirmation
Handle System Maintenance/Updates →
← Maintenance Completed Confirmation
Collect and Review User Feedback →
← Feedback Data
Generate Reports and Analytics →
← Report Data
Enhance Portal Functionality →
← Enhancement Confirmation

Employer	Employee	Intern	Skill Development Agency	Admin of Employment Dept	Employment & Training Portal

7. Data Requirements

7.1 Data Sources

- **Data Source 1:** Employers and the Skill Development Agency will input job, internship, and training program postings directly into the portal.
- **Data Source 2:** Employees and interns will upload resumes, academic records, and personal information during registration.

7.2 Data Destination

Centralized database with secure storage for all user data, job/internship listings, and training program information.

7.3 Data Fields

To ensure the Tamil Nadu Employment and Training Portal operates efficiently and meets the needs of all stakeholders, the following data fields are required for each user role:

Employers

- **Company Name**
  - *Description*: The official name of the employer's company.
- **Job Title**
  - *Description*: The title of the job position being offered.
- **Job Description**
  - *Description*: A detailed description of the job role and responsibilities.
- **Internship Details**
  - *Description*: Specific information regarding internship opportunities, including duration and objectives.
- **Location (within Tamil Nadu)**
  - *Description*: The geographical location of the job or internship within Tamil Nadu.
- **Salary Range**
  - *Description*: The compensation offered for the position.
- **Application Deadline**
  - *Description*: The final date by which applications must be submitted.

Employees

- **Name**
    - *Description*: Full name of the employee.
- **Contact Information**
    - *Description*: Email address, phone number, and other relevant contact details.
- **Resume**
    - *Description*: Uploadable resume file (e.g., PDF, DOCX).
- **Skills**
    - *Description*: List of relevant skills and competencies.
- **Work Experience**
    - *Description*: Detailed history of previous employment and roles.
- **Education**
    - *Description*: Educational background, including degrees and institutions attended.
- **Preferred Job Locations within Tamil Nadu**
    - *Description*: Specific areas within Tamil Nadu where the employee prefers to work.

Interns

- **Name**
    - *Description*: Full name of the intern.
- **Contact Information**
    - *Description*: Email address, phone number, and other relevant contact details.
- **Resume**
    - *Description*: Uploadable resume file (e.g., PDF, DOCX).
- **Academic Records**
    - *Description*: Documentation of academic achievements and transcripts.
- **Projects**
    - *Description*: Description of relevant projects undertaken.
- **Skills**
    - *Description*: List of relevant skills and competencies.
- **Education**
    - *Description*: Educational background, including degrees and institutions attended.

- **Preferred Internship Locations within Tamil Nadu**
  - *Description*: Specific areas within Tamil Nadu where the intern prefers to undertake internships.

Skill Development Agency

- **Training Program Details**
  - *Description*: Comprehensive information about each training program, including objectives, curriculum, and duration.
- **Participant Enrollments**
  - *Description*: Data on interns enrolled in each training program.
- **Progress Tracking Data**
  - *Description*: Metrics and indicators tracking the progress and performance of participants.

Admin of Employment Department

- **User Account Details**
  - *Description*: Information related to all user accounts, including usernames, passwords, and contact information.
- **Role Assignments**
  - *Description*: Data defining user roles and permissions within the portal.
- **System Logs**
  - *Description*: Records of system activities, user actions, and events for monitoring and auditing purposes.

8. Financial Statements

8.1 Cost Estimates

Cost Category	Estimated Cost (₹)
Website Development	30,00,000
Multilingual Support	10,00,000

Training Management Module	10,00,000
Data Migration	5,00,000
Social Media Integration	3,00,000
User Manuals and Training	2,00,000
Testing and Quality Assurance	5,00,000
Contingency Fund	10,00,000
Total Estimated Cost	**75,00,000**

8.2 Benefit Analysis

Benefit Category	Description
Increased Efficiency	Automation of recruitment and training processes reduces time-to-hire and time-to-train by 50%.
Enhanced User Experience	User-friendly interfaces in Tamil and English improve accessibility and satisfaction.

Cost Savings	Reduction in manual processes lowers operational costs.
Improved Data Accuracy	Automated data handling minimizes errors in candidate matching and training tracking.
Scalability	The portal can handle increased user traffic and data volume as the program grows.
Strategic Alignment	Supports the agency's mission to bridge the skill gap and foster economic growth.
Compliance and Security	Enhanced data protection measures ensure compliance with GDPR and Indian data protection laws.

9. Acceptance Criteria

1. **AC1:** Employers can successfully create accounts and post job and internship listings without errors.
2. **AC2:** Employees and interns can register, create profiles in Tamil and English, upload resumes, and apply for jobs and internships seamlessly.
3. **AC3:** The search functionality returns relevant job and internship listings based on user queries specific to Tamil Nadu.
4. **AC4:** Email notifications are sent promptly upon job/internship application submissions and status updates.
5. **AC5:** The administrative dashboard allows for efficient management of job/internship postings, training programs, and user accounts.
6. **AC6:** The portal performs consistently across supported web browsers and devices.
7. **AC7:** All user data is stored securely and access is restricted based on user roles.
8. **AC8:** Multilingual support functions correctly, allowing users to switch between Tamil and English interfaces without issues.

9. **AC9:** Compliance with GDPR and Indian data protection laws is verified through audits.
10. **AC10:** Skill Development Agency can create, manage, and track training programs effectively.
11. **AC11:** Admins can manage all aspects of the portal, including user accounts and training programs, efficiently.
12. **AC12:** Social media integration allows users to share job and internship listings seamlessly.
13. **AC13:** Users with disabilities can navigate and use the portal without barriers, adhering to GIGW standards.

10. Glossary

Term/Acronym	Definition
BRD	Business Requirements Document
GDPR	General Data Protection Regulation
FR	Functional Requirement
NFR	Non-Functional Requirement
AC	Acceptance Criteria
UI	User Interface
UX	User Experience

TNSDA	Tamil Nadu Skill Development Agency
Employer	Organizations providing job and internship opportunities
Employee	Individuals seeking full-time employment
Intern	Students or individuals seeking internship opportunities
Skill Development Agency	Administrators managing training programs
Admin	Super User overseeing all roles within the portal
Vendor Company	Sankee Private Limited
GIGW	Guidelines for Indian Government Websites and apps

11. Appendices

11.1 Appendix A: Stakeholder Interview Summary

Stakeholder: Employer of Various Departments

- **Key Insights:**
    - Portal essential for reaching a broader pool of candidates within Tamil Nadu.
    - Need for easy-to-use interfaces to post and manage job listings.
    - Importance of timely notifications for new applications.

Stakeholder: Employee

- **Key Insights:**
    - Desire for comprehensive profile management, including resume and skill uploads.
    - Importance of search functionality with relevant filters.
    - Preference for receiving updates on application status.

Stakeholder: Intern

- **Key Insights:**
    - Need for access to diverse internship opportunities.
    - Importance of tracking application progress and receiving feedback.
    - Desire for integration with academic records and project showcases.

Stakeholder: Skill Development Agency

- **Key Insights:**
    - Requirement for robust tools to create and manage training programs.
    - Need for tracking participant progress and program outcomes.
    - Importance of receiving feedback to improve training effectiveness.

Stakeholder: Project Sponsor (Tamil Nadu Employment Department)

- **Key Insights:**
    - Strategic alignment with the agency's mission to bridge the skill gap.
    - Emphasis on ROI through improved employment rates and economic growth.
    - Expectation for regular progress updates and adherence to budget.

11.2 Appendix B: Detailed Data Migration Plan

Data Migration Steps:

1. **Data Assessment and Extraction**
    - **Objective:** Evaluate current data sources and extract necessary data.
    - **Steps:**
        - Identify all existing data repositories (e.g., spreadsheets, databases).
        - Assess data quality, including completeness and accuracy.
        - Use data extraction tools to export data in compatible formats (e.g., CSV, JSON).

2. **Data Cleansing and Transformation**

      ○ **Objective:** Enhance data quality and prepare it for the new portal.
      ○ **Steps:**
         ■ Remove duplicate records and rectify incomplete entries.
         ■ Standardize data formats (e.g., date formats, capitalization).
         ■ Map existing data fields to the new portal's data schema and perform necessary transformations.

   3. **Data Loading and Validation**

      ○ **Objective:** Import and verify data integrity in the new system.
      ○ **Steps:**
         ■ Use data import tools or scripts to load data into the portal.
         ■ Conduct sample checks to ensure data integrity post-migration.
         ■ Implement encryption and access controls to secure migrated data, ensuring compliance with GDPR and Indian data protection laws.

11.3 Appendix C: Risk Management Plan

Identified Risks and Mitigation Strategies:

   1. **Data Security Risks**
      ○ **Description:** Unauthorized access to sensitive user data.
      ○ **Impact:** High
      ○ **Mitigation Strategies:**
         ■ Implement robust encryption for data in transit and at rest.
         ■ Enforce strong password policies and multi-factor authentication.
         ■ Conduct regular security audits and vulnerability assessments.

   2. **Scope Creep and Timeline Delays**
      ○ **Description:** Uncontrolled changes to project scope leading to delays.
      ○ **Impact:** High
      ○ **Mitigation Strategies:**
         ■ Clearly define and document the project scope in the BRD.
         ■ Establish a formal change request process requiring stakeholder approval.

■ Utilize agile methodologies to manage and adapt to changes efficiently.

3. **User Adoption and Compliance Risks**
   ○ **Description:** Low adoption rates among target users and non-compliance with regulations.
   ○ **Impact:** Medium to High
   ○ **Mitigation Strategies:**
     ■ Conduct comprehensive user training sessions and provide ongoing support.
     ■ Gather and incorporate user feedback to enhance portal usability.
     ■ Ensure regular compliance checks and stay updated with GDPR and local Tamil Nadu regulations.

12. Approval Signatures

Role	Name	Signature	Date
Project Sponsor	Tamil Nadu Employment Department		
Business Analyst	Kokul		
Vendor Company Representative	Simon		
Admin	Ravi		

13. Change Management Plan

13.1 Purpose

To manage changes to the project scope, requirements, and deliverables for the Tamil Nadu Employment and Training Portal, ensuring minimal disruptions and alignment with project objectives.

13.2 Scope

Covers changes related to:

- Requirements and Deliverables: Modifications to functional and non-functional requirements or project outputs.
- Timelines and Milestones: Adjustments to project schedules and key milestones.
- Budget and Resources: Reallocations or changes in financial and human resources.
- Feature Additions or Removals: Enhancements or deletions of system functionalities.

13.3 Change Process

1. Submission
   - Stakeholders submit a Change Request Form (CRF) detailing the proposed change.
2. Review
   - The Project Manager logs and assesses the CRF for validity and relevance.
3. Impact Analysis
   - The Business Analyst evaluates the change's effects on scope, timeline, and budget.
4. Approval
   - The Change Control Board (CCB) reviews the analysis and decides to approve or reject the change.
5. Implementation
   - Approved changes are integrated into the project plan and communicated to all stakeholders.
6. Closure
   - The Business Analyst verifies the change meets objectives and updates documentation accordingly.

13.4 Roles and Responsibilities

1. Project Manager
   - Oversees the change process.
   - Maintains the Change Register.
   - Communicates updates to stakeholders.
2. Change Control Board (CCB)
   - Reviews and approves or rejects change requests.
3. Business Analyst
   - Conducts impact analyses.
   - Documents changes.
4. Stakeholders
   - Propose changes.
   - Provide feedback.

13.5 Communication

1. Updates: Changes are discussed in weekly meetings and included in status reports.
2. Notifications: Stakeholders are informed immediately of change approvals or rejections.
3. Access: Change documentation is shared via project management tools.

13.6 Monitoring

1. Track Changes: Monitor and log all changes in the Change Register.
2. Review: Regularly assess the effectiveness of the Change Management Plan and make necessary adjustments.

14. Conclusion

This Business Requirements Document (BRD) provides a comprehensive overview of the Tamil Nadu Employment and Training Portal project, outlining the necessary requirements, stakeholder roles, and project scope. By focusing on the primary users Employers of Various Departments, Employees, Interns, and the Skill Development Agency the portal is designed to effectively streamline recruitment and training processes, align with strategic objectives, and foster economic growth within Tamil Nadu.