Business Requirements Document

Human Resource Management System

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# Executive Summary

This Business Requirements Document (BRD) outlines the requirements for the Human Resource Management System. This Application is designed to manage and organize employee data, including personal information, and job descriptions. It also facilitates tracking performance reviews of employees.

This document contains a list of requirements that must be fulfilled to satisfy the project's goals and objectives. It helps to define the scope of the project, including the business processes, functionalities, and data requirements. The document is also useful in identifying potential risks and constraints that may affect the project's successful completion.

# Project Description

Requirements include developing Services and Admin application(Web) for the Human Resource Management System.

This document contains both functional and non-functional requirements, an overview of the current process, as well as the proposed process once the solution is implemented.

# Project Scope

Scope of the project is covering the Human Resource Management System requirements for the Employee entity.

## In Scope

The following areas are in the scope for this project:

Web Services

* Login/Logout
  + Identity Framework
* Manage Employees
  + Create Employees
  + Update Employees
  + Delete/Disable(soft) Employees
  + List of Employees

HRMS Application(Web)

* Login/Logout
  + Profile
* Home Page
  + Company Details (Welcome Alternative)
* Manage Human Resource
  + CRUD
  + Update Benefits
  + Create Employee Account
  + Can give employee performance review
* Manage Manager
  + Performance
  + Viewing of Employee Member
  + Can give employee performance review
* Employee
  + Viewing Purpose
  + Edit his details

## Out of Scope

The following areas are out of scope for this project but can be done in future enhancement:

* Computing the salary of each employee
* Managing the leaves and absences of the Employee
* Promoting or Terminating an Employee dependending on the performance review
* Adding and updating employee skill sets.
* Managing Resigned Employees
* Logging in by using JWT

# Current Process

In the context of human resource management, Currently using manual work which include tasks such as manually tracking employee data on spreadsheets or paper files, and processing time off requests via email or paper forms.

Proposed solution is to build a web application that automates many of the HR processes, such as tracking employee data, managing benefits, and handling time off requests. By implementing an HRMS, the company can streamline its HR processes, reduce manual errors, and free up the HR team to focus on more strategic initiatives, such as talent acquisition and employee development.

# Functional Requirements

## Priority

The requirements in this document are divided into the following categories:

**Human Resource (Role for HRMS)**

| **Item** | **Rating** | **Description** |
| --- | --- | --- |
| Login/Logout | High | User will be able to login with his provisioned account details. |
| Dashboard | High | Dashboard screens list of employees. It includes giving performance reviews and managing the benefits of the employee. |
| List Employees | High | List of Employees which can be used for managing the Create, Read, Update, Delete operations. |
| List of Departments and Positions | High | List of Departments and Positions which can be used for managing the Create, Read, Update, Delete operations.  . |
| Departmental Personnel | High | List of Employees which can be used for managing the Create, Read, Update, Delete operations. |
| Employee Performance | High | Give reviews in his/her departmental personnel |
| Payroll | Future | Computing the salary of each employee |
| Attendance | Future | Managing the leaves and absences of the Employee |
| Manage Employee Status | Future | **•** Promoting or Terminating an Employee dependending on the performance review.  **•**  Managing Resigned Employees. |
| Skill Sets | Future | Adding and updating employee skill sets |

**Manager (Role for HRMS)**

| **Item** | **Rating** | **Description** |
| --- | --- | --- |
| Login/Logout | High | User will be able to login with his provisioned account details. |
| Dashboard | High | Manages the respective department and organize his/her departmental personnel |
| Departmental Personnel | High | List of Employees which can be used for managing the Read, Update, Delete operations. |
| Employee Performance | High | Give reviews in his/her departmental personnel  . |

**Employee (Role for HRMS)**

| **Item** | **Rating** | **Description** |
| --- | --- | --- |
| Login/Logout | High | User will be able to login with his provisioned account details. |
| Dashboard | High | Views his/her own profile such as own data, benefits and performance review. |
| Personal | High | Update his/her information given |

**Rest API Todo Application**

| **Item** | Rating | Description |
| --- | --- | --- |
| Login/Logout | Future | User will be able to login with his provisioned account details. |
| HR | Future | API’s to access the Employees and Managers to perform CRUD operations. |
| Managers | Future | API’s to access the Managers to perform Read, Update and Delete operations |
| Employees | Future | API’s to access the Employees to perform Read and Update operations |

Non-Functional Requirements

| **Item** | Rating | Description |
| --- | --- | --- |
| External 3rd party Application API | Future | Allow HRMS applications to expose api’s specific to 3rd party tools to consume and list HRMS. |

# Glossary

*This section explains all of the terms and abbreviations that were used in this document, for those who are unfamiliar with them. Not everybody who reads this document will understand all of the terms, so this section is helpful.*

| **Term** | **Explanation** |
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# References

*This section contains links to all other places that were referred to in this document. These may include:*

* *Documents on shared document control systems (such as SharePoint)*
* *Web sites*
* *URLs or network locations*

| **Name** | **Link** |
| --- | --- |
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# Appendix

*This section may include any other information that does not fit in the document above. This may include:*

* *Details of the processes*
* *Analysis of existing processes and benefits for the Business Drivers section.*
* *Any other information you might need*

*Beware of overloading this document with information. Preferably, any extra documents should be created separately and linked to, rather than embedding, as it is better for file sizes and version control.*

# Document History

*This section details the history of the document at each version. It’s good to know what has changed in each version, by who, and when it happened.*

| **Version** | **Date** | **Changes** | **Author** |
| --- | --- | --- | --- |
| 0.1 | 29/03/2023 | \*Executive Summary  \*Project Description  \*Project Scope  \*In Scope  \*Out of Scope  \*Current Process  \*Functional Requirements  \*Priority | Earl Joseph Ferran and Alvin Root |
| 0.3 | 04/03/2023 | \*Updating In Project Scope | Earl Joseph Ferran and Alvin Root |
| 0.4 |  |  |  |
| 0.5 |  |  |  |
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