**Document 1- Business case document template**

1. Why is this project initiated?

The project is initiated to make HR work easier by automating tasks like payroll, attendance, and leave management. It help[s to keep employee data accurate, improves security, and ensures compliance with company policies and labor laws. The System will also provide useful reports for better decision making and save time and costs by reducing manual work.

1. What are the current problems?

**Manual work & errors**- Many HR task like payroll, attendance and leave tracking are done manually, leading to mistakes and delays.

**Data management issues**- Employees records are scattered, making it hard to access and update information efficiently.

**Compliance Risk**- Difficulty in ensuring company policies and labor laws are followed correctly.

**Lacks of integration- An existing HR System do** not connect well.

**Employee Dissatisfaction**- Employees struggle with outdated or complex system, leading to delays in approvals and requests.

**Security concern**- Sensitive employee’s data is at risk of unauthorized access or cyber threats.

**Limited reporting & insights** – HR Lacks proper data analytics to help management make informed decision.

1. With this project how many problem could be solved?

This project will solve 80-90% of the current HR issues, explanation as below.

**Reducing manual work-** Automating payroll, attendance and leave management will minimize errors and save time.

**Centralized data storage-** All employees record will be stored in one system making it easy to access and update.

**Ensuring Compliances –** The system will follow company policies and labor laws correctly.

**Better system integration-** HRMS will connect with well. Eg -Payroll, employee data.

**Improving employee experience-** A user friendly system will speed up approvals and requests.

**Enhancing data security-** Strong security measures will protect sensitive employee data.

**Providing better reports-** HR Analytics will give useful insights for management decision.

1. What ae the resources are required?

**Project manager-** To oversee the project and ensure smooth execution

**Business Analyst-** For coordination between HR team and IT team, requirement gathering and to reduce gap between IT team and HR Team

**HR Experts –** To provide requirements and validate system functionalities

**Software developers-** To design develop and implement HRMS application

**Tester (QA Team)-** To check for bugs and ensure the system runs smoothly

**IT Support-** To manage system development and maintenance.

**Trainer-** To train employee on how to use the new system

**Data base system-** To store employee record securely

**Internet connectivity**

**Mobile application, Tab, desktop**

1. How much organizational change is required to adopt this technology?

**Process Change-**

Standardization of workflow- Organization needs to redefine HR process to align with system workflow automation.

Task delegation & tracking- Managers and employees must adapt to digital task tracking system instead of informal or manual processes.

Elimination of manual approvals- Shifting from email or paper based approvals to automated approvals.

**Employee adaption &Training**

New way of working- Employees need to adjust to receiving, updating and completing tasks within the HRMS rather than informal communication methods.

Training requirements- Employees, HR & managers need to be trained on the system features.

Change resistance- Some employees may resist adopting new technology, especially if they are used to traditional methods.

**Leadership &Culture shifts**

Encouraging accountability- The system creates transparency, making employees and managers more accountable for completing task on time.

Performance based tracking- Leaders need to shift focus towards data driven decision making rather than subjective evaluations.

**Integration with Existing System**

Integration with HR modules- Payroll, attendance and performance management must sync seamlessly with the new system

1. Time frame to recover ROI?

Time frame to recover ROI will be 24 months (2 years).

1. How to identify stakeholder?

Here we identify stakeholder and determine their role and responsibilities throughout project lifecycle. It defines who is going to do what, this has to be done, and who is going to do what next. Stake holder for HRMS application can be categorized business stakeholder, project stakeholder, 3rd party stakeholder, internal stakeholder, external stakeholder.

**Document 2 BA Strategy**

1. **What Elicitation Techniques to apply?**

As a Business Analyst, I used different elicitation techniques to gather requirements for the HRMS (Human Resource Management System) software application. These techniques helep to understand the expectations of HR professionals, employees and management, ensuring the software meets their needs effectively.

**Brainstorming**- Conducted brainstorming session with HR team members to gather ideas about the features required in the HRMS, everyone shared their thoughts on problem they face in daily HR tasks and possible solution. This helped in identifying important features like automated recruitment, training and development tracking, payroll processing, leave management, attendance, grievance and complaisance tracking.

**Focus Group**- During this project we arranged focus group discussion with different HR professionals, including recruiters, payroll specialist and HR managers. This discussion provided valuable insights into their challenges and helped prioritize the most importance features for the HRMS such as leave management and employee self-service portal

**Interview elicitation technique**- Conducted one on one interviews with HR professionals to gather detailed information about their specific needs. These interviews helped in understanding their daily tasks, challenges and expectations from the software, based on their responses, we focused on features like performance tracking, onboarding automation, and compliance management.

**JAD (Joint Application Development) Session**

Also, arranged JAD session with HR managers, IT Developers and senior executive. In these session, we worked together to define system requirements, workflow and user friendly features. These collaborative discussion helped in finalizing the HRMS design, making sure it align with business goals and improves efficiency

1. **How to stakeholder Analysis RACI/ILS**

RACI Matrix is also known as Responsibility Assignment Matrix. It is a one of important tool for stakeholder analysis. Here we identify stakeholder and determine their role and responsibilities throughout project lifecycle. It defines who is going to do what, this has to be done, and who is going to do what next

RACSI Matrix

R- Responsible – Individual who to complete the task.

A- Accountable – Person who ensure the task is completed

C- Consulted- The person who provides advice and context

S- Support- Who support to this project

I- Informed- The person who receives information about the project.

There are 3 categories of stakeholder and be identify, Project Stakeholders, Business Stakeholder, Key Stakeholder & 3rd Party stakeholder

**3. What Documents to Write?**

Before starting the projects BRD, FRD, Use Case documents, Test Case documents are importance document, have been prepared, explanation as per below

**BRD (Business Requirements Documents)-** BRD is a formal document, which gives overall idea about the project. It covers things like Objectives of the project, its scope, functional and non-functional requirements, business rules, role and responsibilities, dependencies, assumptions, limitations, any use case etc.

**FRD (Functional Requirements documents)** – This document an access bridge between business requirements and technical specification. FRD defines the functional aspect of software application, describing what the system does to meet the needs of stakeholder or users.

**Use Case Documents –** Every use case will have its own use case description document or use case specification. It’s detail description about particular task and feature, on that we have to prepare detail documentation.

**Test Case documentation-** Once we are moving to testing team, we have to prepared Test Case document which will guideline for the Testers

1. **What process to follow to Sign off on the Documents?**

Sign Off to be taken on SRS as this is primary and importance document. Sign Off have been taken by using E-mail confirmation from the client.

**5.How to take Approvals from the Client?**

Initially established formal process or formal meeting with the clients to keep them informed and got continuous feedback and then obtained formal approvals from the client

**6.What Communication Channels to establish and implement?**

For weekly meetings, monthly stakeholder updates used Video conference, phone calls, emails, Online meeting platform, in person meeting.

**7.How to update the progress of the project to the Stakeholders?**

As a Business Analyst progress of the project updated through regular weekly status reports and monthly meeting with stakeholders

**8.How to take signoff on the UAT- Client Project Acceptance Form?**

First as a Business Analyst did UAT Preparation, conduct UAT, Fix the issues then acceptance form, then final review meeting and final sign off from the client.

**9.How to handle change request**

First client has filled change application form, the as Business analyst I have done impact analysis including project budget and time and took approval from project manager and documentations done for the change request.

**10.How to update the progress of the project to the stakeholder**

As a Business Analyst I have updated project progress through regular weekly status reports and monthly meetings

**Document 3- Functional specification**

|  |  |
| --- | --- |
| Project Name | Automated HR Operational workflow and Employee Task Management |
| Customer Name | XYZ Pvt.Ltd |
| Project Version | 1.O HRMS |
| Project Sponsor | XYZ Pvt.Ltd |
| Project Manager | Mr. Vikas Kadam |
| Project initiated date | 02-01-2024 |

**Functional Requirements specification**

Her is HRMS functional system specification (FRS) table with priority level is 10-10, 10 is high priority and 1 is Low priority. Functional requirement specification is details document that describes the features, functionalities and expected behavior of a system or software.

|  |  |  |  |
| --- | --- | --- | --- |
| **Req ID** | **Req Name** | **Req Description** | **Priority** |
| FR001 | Login | User should be able to login to the application | 10 |
| FR002 | Mobile App support | Ensure HRMS system is accessible on smartphone and tablets | 9 |
| FR003 | Employee Management | Allow HR to add, update and delete employee records securely | 9 |
| FR004 | Attendance Tracking | Track employee attendance via biometric or web check-in | 8 |
| FR005 | Leave Management | User should be able to apply for leaves and managers to approval/ reject them | 7 |
| FR006 | Payroll Processing | Automation salary calculation. Tax deduction and payslip generation | 6 |
| FR007 | Compliance & audit | Ensure statutory compliance and maintains audit logs for all activities | 5 |
| FR008 | Self service Payroll | Users can apply leave, view payslip and update details | 4 |
| FR009 | Reporting & Analytics | Generates real time HR reports on attendance, attrition and payroll | 3 |
| FR010 | Recruitment management | HR manage job posting, applicant tracking and interview scheduling | 2 |
| FR011 | Onborading Workflow | Digital onboarding process with offer generation and checklist | 2 |
| FR012 | System Integration | Integrates with third party software | 1 |
| FR013 | Training & Development | Manage employees learning programs, certification and skill tracking | 7 |
| FR014 | Employee Grievance Handling | Employees can raise concerns and HR to resolve them | 6 |
| FR015 | Performance appraisal | HR can track employees performance, appraisal and feedback | 5 |

**Non Function requirements of HRMS software application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Req ID** | **Req Name** | **Req Description** | **Priority** |
| NFR001 | Usability | The application should be user friendly and easy to navigate | 9 |
| NFR002 | Performance | The application must load pages within 3 second | 10 |
| NFR003 | Security | The application must ensure secure user authentication | 10 |
| NFR004 | Compatibility | The application must work for all devices, including desktop, tablet and smartphone | 10 |
| NFR005 | Response Time | The application should respond to user inputs within 3 second, it should not exceed 3 seconds. | 9 |
| NFR006 | Availability | The application should be available 100 % | 10 |
| NFR007 | Localization | The application should be support any location | 8 |
| NFR008 | Maintainability | The application should allow easy update | 9 |
| NFR009 | Scability | The application must handle upto 10,000 users simultaneously | 10 |
| NFR010 | Backup &Recovery | The application must do back up & recovery regularly to prevent loss | 9 |

**Documents 4- Requirement Traceability Matrix**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Req ID** | **Req Name** | **Req Description** | **Design** | **D1** | **T1** | **D2** | **T2** |
| FR001 | Login | User should be able to login to the application | Yes | Yes | Yes | Yes | Yes |
| FR002 | Mobile App support | Ensure HRMS system is accessible on smartphone and tablets | Yes | Yes | Yes | Yes | Yes |
| FR003 | Employee Management | Allow HR to add, update and delete employee records securely | Yes | Yes | Yes | Yes | Yes |
| FR004 | Attendance Tracking | Track employee attendance via biometric or web chek in | Yes | Yes | Yes | Yes | Yes |
| FR005 | Leave Management | User should be able to apply for leaves and managers to approval/ reject them | Yes | Yes | Yes | Yes | Yes |
| FR006 | Payroll Processing | Automation salary calculation. Tax deduction and payslip generation | Yes | Yes | Yes | Yes | Yes |
| FR007 | Compliance & audit | Ensure statutory compliance and maintains audit logs for all activities | Yes | Yes | Yes | Yes | Yes |
| FR008 | Self service Payroll | Users can apply leave, view payslip and update details | Yes | Yes | Yes | Yes | Yes |
| FR009 | Reporting & Analytics | Generates real time HR reports on attendance, attrition and payroll | Yes | Yes | Yes | Yes | Yes |
| FR010 | Recruitment management | HR manage job posting, applicant tracking and interview scheduling | Yes | Yes | Yes | Yes | Yes |
| FR011 | Onborading Workflow | Digital onboarding process with offer generation and checklist | Yes | Yes | Yes | Yes | Yes |
| FR012 | System Integration | Integrates with third party software | Yes | No | No | No | No |
| FR013 | Training & Development | Manage employees learning programs, certification and skill tracking | Yes | Yes | No | No | No |
| FR014 | Employee Grievance Handling | Employees can raise concern and HR to resolve them | Yes | Yes | Yes | No | No |
| FR015 | Performance appraisal | HR can track employees performance, appraisal and feedback | Yes | Yes | Yes | No | No |

**Document 5- BRD Template**

BRD (Business Requirements Documents)- BRD is a formal document which will give overall idea about the project. It covers things like,

Project revision

Approvals

RASCI Chart

Introduction

Objectives of the project

Project Scope

Functional and non-functional requirements-

Business rules

Role and responsibilities

Dependencies

Risk

Business Requirements

Business Process Overview

Assumptions

Limitations

**Project Name**- Automated HR Operational workflow and employee Task Management

**Project ID-** HRMS267.01

**Version ID-** 1.O HRMS.01

**Author**- Ms. Priyansh

**Contents**

1. **Document Revision**

Document revision process has been done of updating, modifying or improving documents over time to reflect changes, correction or enhancement. Each revision is typically used a version number, date and details of changes to ensure proper documentation control and version management.

|  |  |  |
| --- | --- | --- |
| **Date** | **Version Number** | **Document Changes** |
| 10-01-2024 | v1.0 | Initial draft created for HRMS module documentation |
| 15-01-2024 | v1.1 | Added employee Onboarding workflow details |
| 20-01-2025 | v1.2 | Updated Leave Management module with new policies |
| 25-01-2024 | v1.3 | Enhance Payroll processing guidelines |
| 30-01-2024 | v1.4 | Included performance Management System workflow |
| 06-02-2025 | v1.5 | Revised Recruitments module for screening |
| 12-02-2024 | v1.6 | Added employee self-service (ESS) portal details |
| 17-02-2023 | v1.7 | Integrated Attendance & Biometric tracking updates |
| 22-02-2022 | v1.8 | REFINED Compensation & Benefits documentation |
| 27-02-2021 | v1.9 | Update Compliance & Legal requirements section |
| 04-03-2020 | v2.0 | Finalized document with security and access policies |

1. **Approvals**

During this HRMS application project we took confirmation / approvals from different stakeholder

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Signature** | **Date** |
| Project Sponsor | Mr. Krishnan | 2 Cr Budget  Project Scope (Goal, objective & deliverables) | Yes | 10-01-2024 |
| Business Owner | Mr. Ravanna | Business requirements  Compliances &Legal approval  User access and security approval | Yes | 11-02-2024 |
| Project Managers | Ms. Parvati | Project timeline &milestone  Risk and change management  Training and employee adoption | Yes | 21-03-2024 |
| System Architect | Mr. Ramkumar | Technical structure and design of the HRMS  Validation that HRMS integrates with payroll, attendance  Ensuring the system can handle growth & high user loads. | Yes | 03-04-2024 |
| Development Lead | Mr. Suresh | Technical feasibility  Code development  Customization and feature development | Yes | 06-05-2024 |
| User Experience Lead | Ms. Jyothi | User interface design  Mobile and multi device capability  Employee feedback & usability testing approval | Yes | 26-06-2024 |
| Quality Lead | Mr. Aatiq | System testing &bug fixing  User acceptance Testing (UAT)  Security & performance testing | Yes | 13-07-2024 |
| Content Lead | Ms. Priyanka | HRMS documentation & training material  Dashboard &reports content approval | Yes | 08-08-2024 |

1. **RASCI Chart for this Document**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **R** | **A** | **S** | **C** | **I** |
| Mr. Krishnan | Project Sponsor |  |  |  |  |  |
| Mr. Ravanna | Business Owner |  |  |  |  |  |
| Ms. Parvat | Project Manager |  |  |  |  |  |
| Ms. Anayta | Business Analyst |  |  |  |  |  |
| Mr. Ramkumar | System Architect |  |  |  |  |  |
| Mr. Suresh | Development Lead |  |  |  |  |  |
| Ms.Jyothi | User Experience Lead |  |  |  |  |  |
| Mr. Atiq | Quality Lead |  |  |  |  |  |
| Mr. Priyank | Content Lead |  |  |  |  |  |
| HR Team | HR Team |  |  |  |  |  |
| Org Employees | Employees |  |  |  |  |  |
| SME | SME’S |  |  |  |  |  |
| Mr. Chandrakant | HR Head |  |  |  |  |  |

1. **Introduction**
   1. Business Goal- The goal of this project is to develop an HRMS that helps manage employee records, payroll, recruitment and performance efficiently

4. 2 Business Objectives

1. Automate HR Task to save time and reduce errors.
2. Provide a self-service portal for employees to manage their own information
3. Ensure compliance with labor laws and company policies
4. Improve reporting and decision making with data insights

4. 3 Business Rules

1. Only authorized users can access employee data.
2. Employee must be submit leaves request for approvals
3. Payroll will be based on attendance and approved leaves.
4. Performance evaluation will follow a structured review process

4.4 Background

1. Many organization still rely on manual HR processes, leading to inefficiencies and errors.
2. A digital HRMS can help streamline HR operations and improve employee experience.
3. This project aims to create a simple and effective HRMS for better workforce management

4.5 Project Objective

To design and implement as easy to use HRMS that automates HR activities, improves accuracy and enhance the employee experience.

4.6 Project Scope

The system will handle key HR functions like employee management payroll, attendance, recruitment and performance tracking.

4.6.1 In Scope functionality-

1. Employee profile management
2. Attendance and leave tracking
3. Payroll processing and salary calculation
4. Recruitment & onboarding
5. Report generation and analytics

4.6.2 Out Scope functionality

1. Integration with third party application (E.g External payroll software)
2. Multi language support beyond English
3. Catboats or AI driven virtual assistance for HR support
4. Social media integration for recruitment process
5. Compliance management for international labor laws outside the targeted region
6. Assumption
7. Assumption means assuming for that application, it’s just imagination before we start project. For this HRMS application project considered assumptions as per below.
8. Employees have basic digital skills- Employees can use the system minimal training
9. Internet and device are available- The system will be accessed on computer, tablet or smartphone.
10. HR Processes are standardized- The Company follows clear HR policies for payroll, leave and recruitment.
11. Data is accurate and available- Employee records and HR data can be easily transferred to the system.
12. The system will be maintained regularly- IT teams will update and fix issues as needed
13. The company will follow legal rules- HRMS will meet labor laws and company policies.
14. Employee will use self-service portal- Can apply leave, can update own profile (Change in contact number or home address)
15. Management supports the change- Leaders and HR teams are ready to adopt the new system
16. Security measures will be in place- The system will have access controls and data protections.
17. Constraint (Limitation/ Restriction)
18. Budget limitation- The company has a fixed budget for software, training and maintenance
19. Time restricted- The system must be implemented within a deadlines (24 months)
20. Employee Adaptation- Some employees may take time to learn and adjust to the new system
21. Data migration challenges- Transferring old HR data into new system may be complex and time consuming.
22. System download risk- The HRMS should have minimal downtime to avoid disrupting HR operations.
23. Customization- The system may not support every unique HR process without extra development work
24. IT Support availability –The company needs skilled IT staff to manage and troubleshoot the system.
25. User access controls- Strict security setting may limit some users access, affecting workflow flexibility
26. Risk

**Technological Risk-**

System downtime- The HRMS may crash or face performance issues, affecting HR operations.

Integration failure- The system may not connect properly with payroll, finance or attendance

Scalability Issues- The system may not handle future company growth or an increased number of users.

Cybersecurity threats- There is a risk of hacking or unauthorized access.

**Skills Risk**

Lack of employee training- Employees may struggle to use the system if they are not properly trained.

IT Team Limitations- The organization may not have enough skilled IT staff to manage system issues.

User resistance- Some employees may refuse to adapt to digital HR process.

**Political Risk**

Government policy change- New labor laws or data protection regulations may require system modification.

Union or employee Pushback- Labor union or employees may oppose automation, fearing job loss**.**

**Business risk**

High implementation costs- Unexpected expenses for system setup, customization or maintenance.

Return of Investment uncertainty- The system may not deliver the expected benefits quickly

**Requirements risk**

Changing HR needs- Company HR policies may change, requiring additional system customization

Incomplete or incorrect requirements- If HR teams fail to define clear system needs, it could lead to rework.

Customization challenges- The HRMS may not fully support unique company requirements without costly modification.

**Other risk**

Employee data privacy concern- Employees may worry about their personal data being stored online.

Poor User adoption- If employees do not actively use self-service features, the system’s efficiency decrease.

Resistance from leadership- If top management does not support the change, implementation may fail.

1. **Business Process Overview**
   1. **Legacy System (AS-IS)**

AS-IS process flow, HR department in this organization using Excel explanation as below. The HR department of this organization relies on Excel for managing key HR functions, making process manual, time consuming and prone to errors.

**Recruitment / Talent Acquisition-**

1. Job openings, candidate details and interview schedules are tracked in Excel. Manual resume shortlisting, interview coordination, and offer rollout via email.
2. Challenges- Tracking inefficiencies and high error risk

**Payroll-**

1. Attendance, salary calculation and deduction are manually entered in excel. Payroll processing and salary disbursement require manual effort.
2. Challenges are Miscalculation, delayed approvals and insecurity concern.

**Training and Development-**

1. Training needs, enrollment and attendance recorded in excel. No automated notification or real time tracking.
2. Challenges are Low efficiency, difficulty in tracking employee progress.

**Leave &Attendance**

1. Employees apply for leave via email, HR manually updates leave balance. Attendance track through biometric devices or manual sheets.
2. Challenges are Low efficiency, difficulty in tracking employee’s progress.

**Grievance Handling**

1. Employee complaints logged in excel, follow ups done manually via email. No proper tracking on escalation process
2. Challenges are lack of confidentiality, delayed resolution

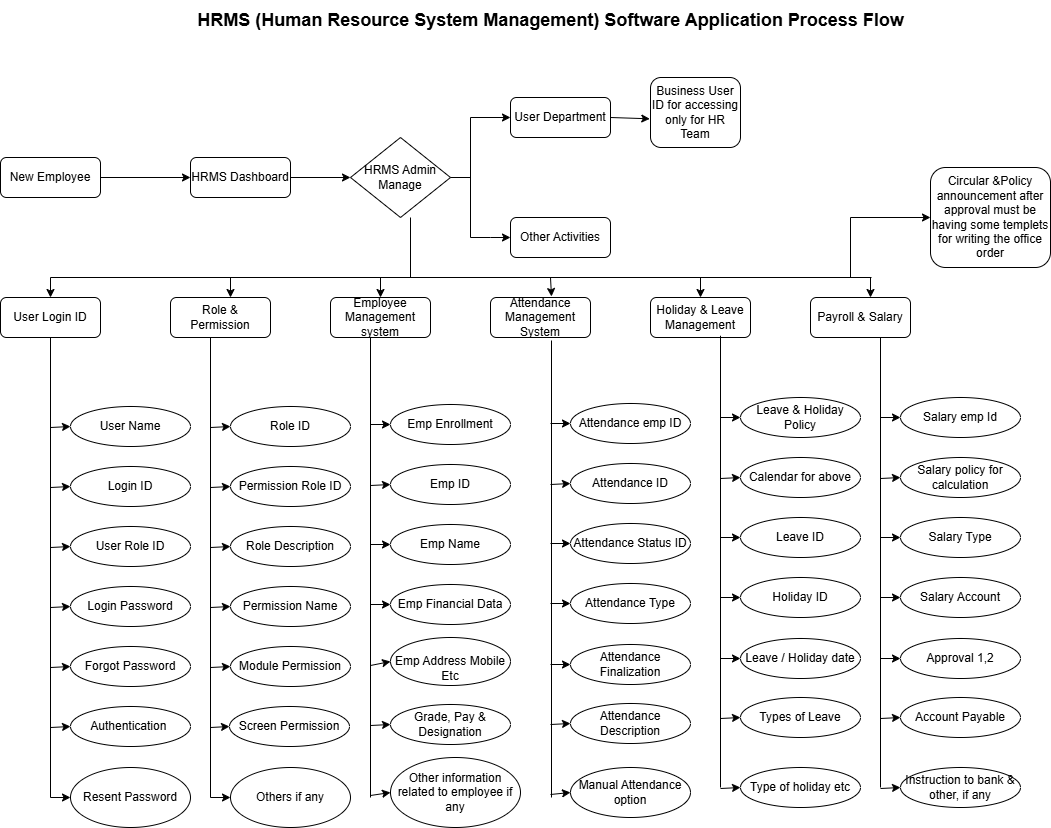
**Compliance Management**

1. HR manually tracks labor laws, tax fixing and regulatory, requirements in Excel. Compliance deadlines are reports are managed without automated alerts.
2. Challenges are risk of missing deadlines, difficulty in audit preparation

Overall current situation and challenges of using Excel in HR are, manual work, delayed in work and error prone, no automation which cause inefficient tracking, delayed approvals and scattered data. Security & compliance risk such as sensitive data stored in unsecured spreadsheets.

* 1. **Proposed Recommendation (TO-BE)**

An automated HRMS (Human Resources Management System) streamline HR operations by replacing manual, Excel based processes with digital automation. In recruitment job posting, resume screening and automated interview scheduling enhance efficiency. Payroll processing integrates attendance data, automates salary calculation, and enables one click salary disbursement with e pay slips. Training and development are optimized through remaining learning recommendation and e real time approvals, and automated shift tracking. Grievance handling improves with a confidential portal for case of submission and automated tracking for faster resolution. Compliance managements strengthened through automated alerts, policy tracking and auto ready reports. Employee self-service, employees can apply for leave, change update address and mobile number, change password and be used any location. Overall an HRMS eliminated manual errors, enhance decision making real time insights and significantly improves employee experience, ensuring a more agile and compliant HR function. I have used drowio tool for presenting HRMS process flow diagram

****

1. **Business Requirements.**

Business requirements is high level of requirements are the specific needs or condition that, business must meet to achieve its objectives. HRMS software application business requirements as per below

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement ID** | **Req Name** | **Req Description** | **Priority** |
| BR001 | Centralized Employee data base | The system should store and manage all employee records in a centralized location | 10 |
| BR002 | Recruitment & onbording | Automate & streamline the recruitment & onbording process | 7 |
| BR003 | Payroll management | The system should process payroll, including salary calculation, tax deduction and benefits | 9 |
| BR004 | Performance management | Enable performance management evaluation, feedback collection and goal tracking | 2 |
| BR005 | Employee self service portal | Employee should access payslips, apply for leaves and update personal details | 4 |
| BR006 | Training and development | Provide a module for employee training, certification and skill development | 5 |
| BR007 | Analytics & Reporting | Generate HR reports, dashboards & analytics for decision making | 8 |
| BR008 | Internal Job posting | Employee should be able to apply for internal job opportunities through the HRMS | 4 |
| BR009 | Document Management system | Employee & HR should upload, store and manage important HR related documents | 9 |
| BR010 | Travel & expense management | The system should allow employees to submit travel and expense claims for approvals | 1 |
| BR011 | Exit & Onbording Process | Automate the employee resignation, clearance & exit interview process | 7 |
| BR012 | Employee engagement & survey | HR should conduct employee engagement surveys and gather feedback | 6 |
| BR013 | Employee benefits management | The system should manage employee benefits, including health insurance, bonuses and perks | 3 |
| BR014 | Time & shift management | The system should allow scheduling shift, assignment and overtime tracking | 7 |
| BR015 | Data privacy | System should keep privacy to manage employee data | 10 |

1. **Appendices**

**10.1 List of Acronyms**

**HRMS**- Human Resource Management Systems

**BRD**- Business Requirements documents

**FRD**- Functional Requirements Documents

**RASCI** – Responsible, Accountable, Support, Consulted & Informed

**UAT**- User Acceptance Testing

**RTM**- Requirement Traceability Matrix

**QA**- Quality Analyst

**TA**- Talent Acquisition

**10.2 Glossary of Terms**

**HRMS (Human Resource Management System**)- A Software that helps a company manage its employees, payroll and other HR tasks.

**Onboarding-** The process of handling an employee exit from a company

**Offboarding-** The process of handling an employee’s exist from company

**Payroll-** The system that calculates and pays salaries, taxes and deductions.

**Leave Management**- A system that tracks employee vacation, sick leaves and other time off.

**Time & Attendance-** A system that records employees work hours, breaks and overtime

**Performance Management-** A process to track, review and improve employees work performance.

**ESS (Employee Self Services)-** A feature that allows to access and update their own HR information.

**Compliance**- Following labor laws and company policies related to HR

**Employee Records-** A database containing details like employee name, Job title, salary & performance history

**Compensation Management-** The process of deciding employee salaries, bonuses and raised

**HR Analytics-** Using data to analyze & improve HR process

**KPI’s- Key Performance Indicator-** A measurable value that shows how well an employee or HR process performing

**Succession Planning-** Preparing employees for future leadership role.

**LMS (Learning Management System) -** A system for training and development employees.

**HR Dashboard –** A visual summary of key HR data like hiring trends, employee turnover and attendance

**Employee engagement-** Strategies to keep employees happy, motivated and productive

**Grievance Management-** A system to handle employee complaints and disputes

**Workforce Planning-** Forecasting future hiring needs on company goals.

**10.3 Related Documents**

In this project we have prepared Project planning documents, BRD (Business Requirements document), FRD (Functional requirements Documents), Use Case documents, SRD (Software requirements documents), Test Case documents, Change request & implementation document are importance document, have been prepared.