**Live Project – Waterfall Deliverables**

**Document 1 – Business Case Document**

**Project Initiation:**

The Recruitment Tracking System Enhancement project was initiated to address the inefficiencies in the current recruitment workflow using NextGreek. While NextGreek provides capabilities such as sourcing, filtering, interview scheduling, personalized communication, pipeline management, and recruiter performance tracking, certain challenges limit its full potential. This project aims to integrate automation and analytics to improve efficiency, reduce manual effort, and enhance decision-making in recruitment processes.

**Current Problems:**

The existing recruitment tracking system has several challenges that impact recruiter productivity and hiring efficiency:

* **Manual Effort:** The process of candidate filtering, interview scheduling, and communication involves significant manual work, leading to delays.
* **Limited Automation:** Lack of AI-driven insights for sourcing and candidate matching results in inefficient hiring decisions.
* **Scheduling Conflicts:** The current system does not fully automate interview scheduling, causing coordination issues.
* **Limited Real-Time Insights:** Recruiter performance tracking and hiring pipeline visibility need improvements for better strategic decisions.
* **Data Categorization Challenges:** Client-wise candidate tracking and movement within different hiring stages require better structuring.

**Problem Solution:**

Enhancing the NextGreek-based recruitment tracking system with automation, AI-driven analytics, and improved workflow management will address these inefficiencies. The upgraded system will:

* **Optimize Sourcing & Filtering:** AI-powered recommendations will enhance candidate-job role matching.
* **Automate Interview Scheduling:** Smart scheduling tools will minimize conflicts and manual coordination.
* **Enhance Communication:** Personalized bulk messaging features will improve recruiter-candidate engagement.
* **Improve Performance Tracking:** Real-time dashboards will provide insights into recruiter activities and hiring trends.
* **Streamline Client-Wise Categorization:** Enhanced tracking of candidates across hiring stages will improve pipeline management.

**Required Resources:**

The successful implementation of the enhanced recruitment tracking system will require the following team members:

**Human Resources:**

* Project Manager: Oversees project execution and ensures alignment with business objectives.
* Business Analyst: Gathers and analyzes requirements, documenting necessary system enhancements.
* Developers: Implement automation features, AI-powered filtering, and scheduling functionalities.
* UI/UX Designers: Design user-friendly recruiter dashboards and automation workflows.
* Testers: Ensure system reliability, validate automation workflows, and perform user acceptance testing.
* IT Support: Handle system integration, maintenance, and issue resolution.
* Trainers: Provide end-user training for recruiters and hiring managers on the upgraded system.

**Technical Resources**

The system enhancement will require the following technical components:

Development Tools: Programming frameworks and AI-driven algorithms for automation.

Design Tools: UX/UI prototyping tools for system interface enhancements.

Testing Tools: Automated testing frameworks to ensure system stability.

Hosting Infrastructure: Secure servers and databases for improved performance and data storage.

Security Tools: Data protection software to ensure compliance with industry regulations.

**Financial Resources**

* **Budget:** Allocated for system enhancements, automation tools, AI integration, software licenses, infrastructure upgrades, and training programs.

**Physical Resources**

* **Workspace:** Offices and remote setups for recruiters and hiring teams.
* **Hardware:** Servers, cloud-based infrastructure, networking equipment, and storage solutions to support the system enhancements.

**Documentation and Training Materials**

* **User Manuals:** Comprehensive guides on using new automation features, AI-powered sourcing, and enhanced scheduling tools.
* **Training Programs:** Structured training sessions for recruiters, hiring managers, and other stakeholders to ensure smooth adoption of the upgraded system.

**Organizational Change:**

**Process Changes**

* Automated Candidate Sourcing: AI-driven candidate recommendations will reduce manual effort in talent identification.
* Smart Interview Scheduling: Automated scheduling tools will minimize conflicts and enhance recruiter efficiency.
* Real-Time Pipeline Insights: Improved tracking of hiring stages with enhanced client-wise categorization.

**Training and Support**

* **User Training:** Hands-on training sessions for recruiters utilizing AI-based search and tracking functionalities.
* **Ongoing Support:** A dedicated IT and operations support team to handle system issues, updates, and user assistance.

**Roles and Responsibilities**

* **New Roles:** Introduction of system administrators to manage automation settings and oversee system performance.
* **Adjusted Roles:** Recruiters and hiring managers will integrate enhanced system capabilities into their daily tasks to improve hiring efficiency.

**Communication and Collaboration**

* **Enhanced Communication:** Improved integration of personalized candidate communication tools, reducing delays in follow-ups and engagement.
* **Stakeholder Involvement:** Increased participation of recruiters, hiring managers, and IT teams in refining system enhancements.

**Technology Integration**

* **IT Infrastructure:** Cloud-based system upgrades to support advanced automation and AI-powered analytics.
* **Data Management:** Implementation of new protocols for secure data handling, compliance with recruitment regulations, and structured candidate tracking.

**ROI Timeframe:**

The expected ROI timeframe for the NextGreek Enhancement Project is approximately 12-24 months, with noticeable benefits and cost savings within the first year and full ROI expected by the end of the second year.

**Stakeholder Identification:**

1. **Primary Stakeholders**
* **Recruiters:** Primary users responsible for sourcing, filtering, and tracking candidates through the system.
* **Hiring Managers:** Oversee candidate pipeline, interview scheduling, and decision-making.
* **IT Team:** Handles system deployment, integrations, security, and technical support.
1. **Secondary Stakeholders**
* **Clients/Companies:** Businesses using NextGreek to find and hire candidates efficiently.
* **Candidates:** Job seekers who benefit from improved sourcing, interview scheduling, and communication.
1. **Tertiary Stakeholders**
* **HR Leadership:** Oversees recruitment efficiency and ensures hiring goals align with business objectives.
* **Compliance & Legal Teams:** Ensure data privacy, GDPR compliance, and fair hiring practices.
* **Vendors:** Third-party service providers for AI-driven sourcing tools, ATS (Applicant Tracking System) integration, and cloud hosting.
1. **Project Team**
* **Project Manager:** Leads the implementation and ensures milestones are met within budget.
* **Business Analyst:** Gathers requirements, analyzes hiring workflows, and ensures stakeholder needs are addressed.
* **Developers:** Implement AI automation, system upgrades, and user-friendly enhancements.
* **UI/UX Designers:** Improve interface usability for recruiters and hiring teams.
* **Testers:** Validate system functionality, conduct user acceptance testing (UAT), and fix defects.
* **Trainers:** Develop structured training programs to educate recruiters and hiring teams on system upgrades.

**Document 2 – BA Strategy**

**Project Initiation:**

* Define project objectives, scope, and expected benefits for recruitment automation.
* Identify key stakeholders and establish communication strategies.
* Conduct an initial assessment of hiring challenges and process inefficiencies.

**Elicitation Techniques:**

**Interviews**

* Conduct one-on-one interviews with recruiters, hiring managers, and IT staff to gather detailed requirements and insights.

**Surveys and Questionnaires**

* Distribute surveys to a larger group of stakeholders, including recruiters and hiring teams, to collect quantitative data on system pain points and feature expectations.

**Focus Groups**

* Organize focus group discussions with hiring managers and recruiters to identify challenges in sourcing, tracking, and managing candidates.

**Workshops**

* Facilitate workshops with key stakeholders to brainstorm automation strategies, define user needs, and prioritize features.

**Observation**

* Monitor recruiters as they use NextGreek to understand workflow inefficiencies, bottlenecks, and areas for improvement.

**Document Analysis**

* Review existing hiring process documents, system reports, and compliance guidelines to assess gaps and inefficiencies.

**Prototyping**

* Develop and present prototypes of NextGreek’s new features (e.g., AI-powered sourcing, enhanced pipeline management) for stakeholder feedback.

**Brainstorming**

* Conduct brainstorming sessions with recruiters and hiring managers to generate innovative solutions and improve user experience.

**Stakeholder Analysis using RACI/ILS:**

* Identify stakeholders and define their roles using the RACI (Responsible, Accountable, Consulted, Informed) and ILS (Influencer, Leader, Supporter) matrices.
* Assign responsibility levels to ensure clarity in project execution and stakeholder engagement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder | Responsible (R) | Accountable (A) | Consulted (C) | Informed (I) |
| Recruiters (HR Team) | R | A |  |  |
| Hiring Managers |  | A | C | I |
| IT Team (for support) | R |  | C | I |
| Senior Management |  | A | C | I |
| Product Team (if internal) | R | A | C |  |
| Candidates |  |  | C | I |

**Documents to Write:**

Business Requirements Document (BRD)

Functional Requirements Specification (FRS)

Use Case Documents

User Stories

Test Plan

User Acceptance Testing (UAT) Plan

Training Materials

Project Management Plan

**Document Sign-off Process:**

* Share draft documents with stakeholders for review and feedback.
* Incorporate feedback and revisions as necessary.
* Obtain formal sign-off from stakeholders, confirming their acceptance.
* Maintain version control to track document updates.

**Client Approvals:**

* Present finalized documents for client approval.
* Provide explanations and clarifications to ensure clear understanding.
* Obtain formal approval through signed agreements or email confirmation.

**Communication Channels:**

* Regular meetings with stakeholders for project progress discussions.
* Utilize emails, project management software, and collaboration tools for communication.
* Maintain an open-door policy for raising concerns or feedback.

**Change Request Handling:**

* Establish a formal process for raising and prioritizing change requests.
* Evaluate impact on scope, timeline, and budget before implementing changes.
* Obtain approval from the Change Control Board before applying for modifications.

**Progress Reporting to Stakeholders:**

* Provide regular updates on milestones, deliverables, and risks.
* Use dashboards, status reports, and presentations for communication.
* Highlight achievements, challenges, and upcoming tasks to keep stakeholders informed.

**UAT - Client Project Acceptance:**

* Coordinate User Acceptance Testing (UAT) with HR teams.
* Provide clear instructions and test cases for execution during UAT.
* Obtain formal sign-off through a Client Project Acceptance Form once satisfied.

Document 3 - Functional Specifications

|  |  |
| --- | --- |
| Project Name | NextGreek Recruitment Tool |
| Customer Name | CareerPaths |
| Project Version | 1 |
| Project Sponsor | CareerPaths |
| Project Manager | John |
| Project Initiation Date | 3/7/2025 |

Functional Specification:

|  |  |  |  |
| --- | --- | --- | --- |
| Req ID | Req Name | Req Description | Priority |
| FR0001 | User Authentication and Authorization | The system should provide secure login functionality for recruiters, hiring managers, and administrators.  |  10 |
| FR0002 | Role-Based Access Control  | The system allows role-based access control, restricting functionalities based on user roles.  | 9  |
| FR0003 | Candidate Sourcing  | The system should enable recruiters to source candidates from multiple channels and integrate them into the platform.  |  9 |
| FR0004 |  Resume Parsing | The system shall provide an automated resume parsing feature to extract candidate details efficiently.  | 8  |
| FR0005 | Candidate Profile Management  | The system shall allow recruiters to create, update, and manage candidate profiles with relevant details.  |  8 |
| FR0006 | Job Posting  | The system shall enable recruiters to post job openings and manage job requisitions.  |  8 |
| FR0007 | Applicant Tracking  | The system shall allow tracking of candidates throughout the recruitment lifecycle, from application to hiring.  |  9 |
| FR0008 |  Interview Scheduling | The system shall provide an interview scheduling module with calendar integration and automated notifications.  |  9 |
| FR0009 |  Offer Management | The system shall facilitate offer letter generation, approvals, and tracking of candidate responses.  | 7  |
| FR0010 | Reporting and Analytics | The system shall provide detailed reports and analytics on recruitment metrics and performance.  | 7  |

Document 4 - Requirement Traceability Matrix

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Document 5 – BRD Template

Contents:

1. Document Revisions
2. Approvals
3. RASCI Chart for this document
4. Introduction
5. Assumptions
6. Constraints
7. Risks
8. Business Process Overview
9. Business Requirements
10. Appendices