**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**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Req ID** | **Req Name** |  | **Design** | **D1** | **T1** | **D2** | **T2** | **UAT** | **Priority** |
| FR0001 | User Authentication and Authorization | The system shall provide secure login functionality for recruiters, hiring managers, and administrators. | Yes | Completed | Completed | Yes | Yes | Pending | 10 |
| FR0002 | Role-Based Access Control | The system shall allow role-based access control, restricting functionalities based on user roles. | Yes | Completed | Completed | Yes | Yes | Pending | 9 |
| FR0003 | Candidate Sourcing | The system shall enable recruiters to source candidates from multiple channels and integrate them into the platform. | Yes | Completed | Completed | Yes | Yes | Pending | 9 |
| FR0004 | Resume Parsing | The system shall provide an automated resume parsing feature to extract candidate details efficiently. | Yes | Completed | Completed | Yes | Yes | Pending | 8 |
| FR0005 | Candidate Profile Management | The system shall allow recruiters to create, update, and manage candidate profiles with relevant details. | Yes | Completed | Completed | Yes | Yes | Pending | 8 |
| FR0006 | Job Posting | The system shall enable recruiters to post job openings and manage job requisitions. | Yes | Completed | Completed | Yes | Yes | Pending | 8 |
| FR0007 | Applicant Tracking | The system shall allow tracking of candidates throughout the recruitment lifecycle, from application to hiring. | Yes | Completed | Completed | Yes | Yes | Pending | 9 |
| FR0008 | Interview Scheduling | The system shall provide an interview scheduling module with calendar integration and automated notifications. | Yes | Completed | Completed | Yes | Yes | Pending | 9 |
| FR0009 | Offer Management | The system shall facilitate offer letter generation, approvals, and tracking of candidate responses. | Yes | Completed | Completed | Yes | Yes | Pending | 7 |
| FR00010 | Reporting and Analytics | The system shall provide detailed reports and analytics on recruitment metrics and performance. | Yes | Completed | Completed | Yes | Yes | Pending | 7 |

Document 5 – BRD Template

**NextGreek - Recruitment Management System**

**NG\_HRMS\_2025**

**Version 1.0**

**Vishnu UT**

Contents:

1. Document Revisions……………………………………………………………………………………………….. 13
2. Approvals……………………………………………………………………………………………………………….. 13
3. RASCI Chart for this document……………………………………………………………………………….. 14
4. Introduction…………………………………………………………………………………………………………… 14
   1. Business Goals……………………………………………………………………………………………. 14
   2. Business Objectives……………………………………………………………………………………. 15
   3. Business Rules……………………………………………………………………………………………. 15
   4. Background………………………………………………………………………………………………… 16
   5. Project Objective………………………………………………………………………………………… 16
   6. Project Scope……………………………………………………………………………………………… 17
      1. In Scope Functionality………………………………………………………………………….. 17
      2. Out Scope Functionality……………………………………………………………………….. 17
5. Assumptions………………………………………………………………………………………………………….. 18
6. Constraints…………………………………………………………………………………………………………….. 18
7. Risks………………………………………………………………………………………………………………………. 18

Technological Risk………………………………………………………………………………………………….. 18

Skills Risk……………………………………………………………………………………………………………….. 18

Political Risks…………………………………………………………………………………………………………. 18

Business Risks……………………………………………………………………………………………………….. 19

Requirement Risks………………………………………………………………………………………………… 19

Other Risks……………………………………………………………………………………………………………. 19

1. Business Process Overview……………………………………………………………………………………. 19
   1. Legacy System (AS-IS)………………………………………………………………………………… 19
   2. Proposed Recommendations (TO-BE)………………………………………………………… 20
2. Business Requirements…………………………………………………………………………………………. 21
3. Appendices…………………………………………………………………………………………………………… 21
   1. List of Acronyms………………………………………………………………………………………… 21
   2. Glossary of Terms……………………………………………………………………………………… 22
   3. Related Documents…………………………………………………………………………………… 22
4. **Document Revisions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Revision Number*** | ***Date*** | ***Author*** | ***Description of Changes*** | ***Reviewer*** | ***Approval Date*** |
| 0.1 | 10/2/2025 | Vishnu UT | Initial draft of the project documentation | Project Manager | 12/2/2025 |
| 0.2 | 15/02/25 | Vishnu UT | Added project objectives and success criteria | Project Manager | 17/02/25 |
| 0.3 | 20/02/25 | Vishnu UT | Included stakeholder analysis and elicitation techniques | Project Manager | 22/02/25 |
| 0.4 | 25/02/25 | Vishnu UT | Completed functional requirements and requirement traceability matrix | Project Manager | 27/02/25 |
| 0.5 | 1/3/2025 | Vishnu UT | Updated priority and status in requirement traceability matrix | Project Manager | 3/3/2025 |
| 0.6 | 5/3/2025 | Vishnu UT | Added Detailed Business Requirements | Project Manager | 7/3/2025 |
| 0.7 | 10/3/2025 | Vishnu UT | Incorporated Appendices and finalized document | Project Manager | 12/3/2025 |
| 0.8 | 15/3/2025 | Vishnu UT | Final review and formatting adjustments | Project Manager | 16/3/2025 |

1. **Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Role*** | ***Name*** | ***Signature*** | ***Date*** |
| Project Sponsor |  | [Signature] | 10/2/2025 |
| Business Owner |  | [Signature] | 10/2/2025 |
| Project Manager |  | [Signature] | 12/2/2025 |
| Business Analyst | Vishnu UT | [Signature] | 12/2/2025 |
| Technical Lead |  | [Signature] | 14/02/25 |
| Quality Assurance Lead |  | [Signature] | 15/02/25 |
| Stakeholder Representative |  | [Signature] | 16/02/25 |
| IT Department Head |  | [Signature] | 17/02/25 |

1. **RASCI Chart for this document**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Stakeholder*** | ***Responsible (R)*** | ***Accountable (A)*** | ***Consulted (C)*** | ***Informed (I)*** |
| Business Owner | R | A |  |  |
| Project Manager | R | A |  |  |
| Business Analyst | R |  |  |  |
| HR Team | R |  |  | I |
| IT Department | R |  | C | I |
| Recruiters | R |  | C | I |
| QA Team | R |  | C | I |
| Vendors |  |  | C | I |
| UI/UX Designers | R |  | C | I |
| Testers | R |  |  |  |
| Trainers | R |  |  |  |

In this RASCI Chart:

* Business Owner is Accountable and has ultimate authority (Authorize) for any changes to the document.
* Project Manager, Business Analyst, HR Team, IT Department, Recruiters, QA Team, Vendors, UI/UX Designers, Testers, and Trainers are Responsible for their respective roles.
* Project Manager is Responsible for overseeing the document and informs all stakeholders.
* Business Owner is Accountable for the document.
* Project Manager, Business Owner, IT Department, QA Team, UI/UX Designers, and Vendors are Consulted during the document process.

1. **Introduction**
   1. **Business Goal**

The primary goal of the NextGreek Recruitment Tool is to optimize and streamline the recruitment process, ensuring efficiency, accuracy, and seamless management of candidate pipelines. The system aims to enhance the hiring experience for HR teams by automating job postings, candidate tracking, and interview scheduling. Through robust reporting tools and compliance features, NextGreek ensures data integrity and security. Additionally, the platform is designed to be scalable for future workforce demands while maintaining a user-friendly interface to improve recruiter productivity.

* 1. **Business Objectives**
* **Automate Candidate Sourcing:** Reduce manual efforts in candidate sourcing by 60% through automated job postings and resume parsing.
* **Enhance Data Accuracy:** Improve candidate data accuracy by 80% through structured forms and validation mechanisms.
* **Optimize Pipeline Management:** Provide real-time candidate tracking and categorization for efficient hiring decisions.
* **Facilitate Interview Scheduling:** Enable seamless interview scheduling with automated reminders for recruiters and candidates.
* **Ensure Compliance:** Maintain GDPR and other data protection regulations for secure candidate data handling.
* **Improve Accessibility:** Ensure a responsive design for multi-device usage, enabling HR teams to work from anywhere.
* **Integrate with External Systems:** Allow API-based integration with external ATS, HRMS, and job boards for a unified workflow.
* **Enhance User Experience:** Achieve at least 85% recruiter satisfaction with an intuitive and efficient user interface.
* **Support Scalability:** Handle increased job openings and candidate applications without performance degradation.
  1. **Business Rules**
* **Role-Based Access Control:** Users can only access functionalities and data relevant to their roles (e.g., recruiters, hiring managers).
* **Candidate Data Validation:** All candidate details must pass automated validation checks to ensure completeness and accuracy before being saved.
* **Interview Scheduling Restrictions:** Recruiters can schedule interviews only within designated business hours unless an exception is approved.
* **Pipeline Stage Control:** Candidates cannot be moved to the next stage unless the previous stage's requirements are met.
* **Data Retention Policy:** Candidate data older than two years will be archived or deleted based on compliance requirements.
  1. **Background**

Recruitment processes in many organizations are often time-consuming, error-prone, and require manual efforts due to scattered data across multiple platforms. Recruiters spend significant time tracking candidates, scheduling interviews, and managing talent pipelines, reducing their focus on strategic hiring decisions. Additionally, ensuring data security and compliance with hiring regulations remains a challenge.

To address these issues, the NextGreek Recruitment Tool aims to develop a comprehensive, automated, and user-friendly platform that streamlines the hiring process. The system will facilitate seamless candidate tracking, improve data accuracy, and enhance recruiter efficiency. With integration capabilities for existing HR systems and support for scalability, this project aims to improve hiring outcomes while ensuring a smooth recruitment experience.

* 1. **Project Objective**
* **Develop a Responsive UI:** Build a user-friendly platform accessible across desktops, tablets, and smartphones.
* **Implement Secure Authentication:** Integrate secure user authentication and role-based access control to protect recruitment data.
* **Ensure Robust Data Validation:** Create and incorporate automated data validation to ensure accuracy in candidate profiles.
* **Enable Candidate Pipeline Management:** Develop tools to track candidate progress from sourcing to hiring with automated status updates.
* **Facilitate Interview Scheduling:** Implement an automated interview scheduling system with calendar integration.
* **Optimize Performance and Scalability:** Ensure the system can handle high job posting volumes and candidate applications efficiently.
* **Implement Automated Logout:** Automatically log out inactive users to enhance security.
* **Provide API Support:** Develop APIs for seamless integration with existing HR tools and job boards.
* **Conduct Thorough Testing:** Perform unit, integration, system, and user acceptance testing to ensure a bug-free product.
* **Enable Multi-Language Support:** Support multiple languages for a diverse user base.
  1. **Project Scope**

The NextGreek Project aims to develop a comprehensive recruitment and talent management system that streamlines the hiring process for businesses. This system will cater to HR teams, recruiters, hiring managers, and candidates by providing an efficient and user-friendly platform for sourcing, tracking, and managing job applicants.

* + 1. **In Scope Functionality**
* **User Authentication and Authorization:** Secure login and role-based access control for recruiters, hiring managers, and candidates.
* **Job Posting & Management:** Employers can create, edit, and manage job listings.
* **Candidate Tracking:** Enables recruiters to track applicants through different hiring stages.
* **Resume Parsing & Screening:** AI-powered system to analyze resumes and shortlist candidates.
* **Interview Scheduling:** Automated scheduling and management of interview rounds.
* **Reporting & Analytics:** Generate insights on hiring trends, recruiter performance, and applicant progress.
* **Security Measures:** Data encryption, user activity tracking, and secure authentication.
* **Communication Module:** Automated email updates and notifications for candidates and recruiters.
* **Scalability:** Designed to support large data volumes and multiple users simultaneously.
* **API Development:** APIs for seamless integration with HRMS and ATS systems.
  + 1. **Out Scope Functionality**
* **Payroll & Compensation Management:** No salary processing or payroll management features.
* **Third-Party Job Portal Integration:** No direct integration with external job portals like LinkedIn or Indeed.
* **Internal Employee Management:** Excludes performance tracking and training modules for employees.
* **Extended Customization:** No additional custom features beyond predefined functionalities.

1. **Assumptions**

* **User Readiness:** All recruiters, hiring managers, and HR personnel have basic computer literacy and are willing to adopt the NextGreek Recruitment Tool.
* **HR System Integration:** The existing HR systems (such as ATS, job boards, and HRMS) have stable APIs for seamless integration.

1. **Constraints**

* **Budget:** The project must stay within the allocated budget.
* **Timeline:** The project must be completed within six months.

1. **Risks**

**Technological Risks:**

* **Integration Challenges:** Difficulty in integrating NextGreek with existing HR systems and third-party job boards.
* **Scalability:** Ensuring that the platform can handle large volumes of candidates, job postings, and recruiters simultaneously.
* **Data Security:** Protecting sensitive candidate and recruitment data from breaches and unauthorized access.
* **Reliability and Uptime:** Ensuring the system is robust and consistently available for recruiters and hiring managers.
* **Technology Obsolescence:** The chosen technology stack may become outdated quickly, requiring frequent updates.

**Skill Risk:**

* **Technical Expertise:** Availability of skilled developers and IT staff proficient in the required technologies.
* **Training and Support:** Ensuring recruiters and HR teams can effectively use the new system.
* **Project Management:** Ensuring the project managers have the necessary experience in managing large-scale HR technology projects.

**Political Risk:**

* **Policy Changes:** Changes in labor laws or recruitment regulations that could affect the implementation or use of NextGreek.
* **Stakeholder Support:** Gaining and maintaining support from HR teams, hiring managers, and leadership.
* **Regulatory Compliance:** Ensuring the platform complies with all relevant local, state, and federal hiring regulations regarding data privacy and fair hiring practices.

**Business Risk:**

* **Cost Overruns:** The project exceeding budget due to unforeseen issues or scope changes.
* **Market Acceptance:** Recruiters and HR teams may be resistant to change, affecting adoption rates.

**Requirement Risk:**

* **Changing Requirements:** HR teams may request frequent changes or new features that impact the development timeline.
* **Unclear Requirements:** Initial requirements may not be well defined, leading to rework and project delays.
* **Feature Overload:** Adding too many features may make the system complex, reducing usability and efficiency

**Other Risks:**

* **Vendor Dependency:** Relying on third-party software or cloud services that may impact system performance.
* **Legal Risks:** Potential legal issues related to data privacy, fair hiring practices, or contractual obligations.
* **User Adoption Challenges:** Resistance from recruiters due to the shift from traditional hiring methods to a digital platform.

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

The legacy system for recruitment and candidate management is characterized by manual processes, basic digital tools, and inefficiencies. This system poses several challenges, including data inconsistency, limited automation, security risks, and scalability issues. A transition to a modern, integrated system like NextGreek aims to address these challenges by automating and streamlining the recruitment process, thereby improving efficiency, accuracy, and accessibility for HR teams and hiring managers.

* **Manual Candidate Data Entry:** Recruiters manually enter candidate details from resumes into spreadsheets or local databases.
* **Inefficient Resume Screening:** Screening resumes is a time-consuming process that requires manual effort to match candidate qualifications with job requirements.
* **Limited Communication Tracking:** Candidate interactions (emails, calls, interview feedback) are scattered across different tools, making it hard to track conversations.
* **Reporting and Analytics Challenges:** Recruiters generate hiring reports manually, often relying on spreadsheets or non-integrated software.
* **Scalability Issues:** The existing system struggles to handle high volumes of applications efficiently.
  1. **Proposed Recommendations (TO-BE)**

To address the challenges identified in the legacy system and improve recruitment efficiency, the proposed recommendations (TO-BE) include implementing automation and digital solutions aimed at streamlining operations and maximizing recruiter productivity.

* **Automated Candidate Data Entry:** Implement a digital system to extract and input candidate details automatically from resumes, reducing manual work.
* **AI-Based Resume Screening:** Utilize AI-driven algorithms to automatically screen and rank candidates based on job descriptions.
* **Integrated Communication Tracking:** Centralize all candidate interactions (emails, interview feedback, recruiter notes) within NextGreek for seamless tracking.
* **Automated Report Generation:** Enable automatic generation of recruitment reports, hiring analytics, and recruiter performance metrics.
* **Regular Security Audits:** Conduct routine security assessments to protect sensitive candidates and recruitment data.
* **Mobile Access:** Develop a mobile-friendly version of NextGreek for recruiters to access candidate details on the go.
* **Cloud-Based Solution:** Deploy NextGreek on a scalable cloud platform to handle large volumes of job postings and candidate applications.
* **Performance Monitoring:** Implement real-time performance tracking to optimize system efficiency and identify process bottlenecks.

1. **Business Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Req ID** | **Requirement** | **Description** | **Priority** |
| BR0001 | User Authentication | The system must provide secure login mechanisms for users, including password protection and multi-factor authentication. | High |
| BR0002 | Role-Based Access Control | The system should support role-based access control, allowing different levels of access for recruiters, hiring managers, and HR admins. | High |
| BR0003 | Candidate Management | The system should enable recruiters to enter, update, and manage candidate profiles and job applications. | High |
| BR0004 | Automated Resume Parsing | The system should include AI-driven resume parsing to extract candidate details automatically. | High |
| BR0005 | Interview Scheduling | The system should provide an automated interview scheduling tool with calendar integration | High |
| BR0006 | Integration with Job Portals | The system should integrate seamlessly with job portals like LinkedIn, Naukri, and Indeed for job posting and candidate sourcing. | High |
| BR0007 | Responsive UI | |  | | --- | |  |  |  | | --- | | The system should have a responsive user interface that works on desktops, tablets, and smartphones. | | High |
| BR0008 | Security | The system must implement robust security features, including data encryption, audit trails, and automatic logout. | High |
| BR0009 | Multi-Language Support | The system should support multiple languages to accommodate a diverse user base. | Medium |
| BR0010 | Reporting and Analytics | The system should provide customizable recruitment reports and hiring analytics. | High |
| BR0011 | Training and Support | The system should provide comprehensive user guides, training materials, and technical support. | High |

1. **Appendices**
   1. **List of Acronyms**

|  |  |
| --- | --- |
| **Acronym** | **Description** |
| UAT | User Acceptance Testing |
| BRD | Business Requirement Document |
| BR | Business Requirement |
| ATS | Applicant Tracking System |
| HRMS | Human Resource Management System |
| JD | Job Description |
| API | Application Programming Interface |
| UI | User Interface |

* 1. **Glossary of Terms**
* **API (Application Programming Interface):** A set of protocols and tools that allow different software applications to communicate and share data.
* **Applicant Tracking System (ATS):** A software application used by recruiters to track and manage job applications throughout the hiring process.
* **Job Requisition:** A formal request to hire for a new or existing position within a company.
* **Candidate Pipeline:** A database of potential job candidates who are being considered for current and future job openings.
* **Talent Acquisition:** The process of identifying, attracting, and onboarding skilled employees to meet an organization’s needs.
* **Boolean Search:** A method used in recruitment to refine and filter search results using specific logical operators (AND, OR, NOT).
* **HRMS (Human Resource Management System):** A software platform used for managing employee data, payroll, benefits, and recruitment.
* **User Role:** A set of permissions that define the level of access and actions a user can perform within the system.
  1. **Related Documents**
* Functional Specifications Document
* Technical Design Document
* This Business Requirements Document (BRD) provides a comprehensive overview of the objectives, scope, requirements, and other relevant aspects of the NextGreek project.
* Stakeholder Analysis