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**SOLUTION & DESIGN DOCUMENT
LBAN Recruitment Application**

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DOCUMENT AUTHOR	Rebecca Sadiq
REVIEWER	Samirudeen Abdulateef
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REVISION HISTORY

VERSION	AUTHOR	DATE	SECTION(S)/PAGES	BRIEF DESCRIPTION
1.0	Rebecca Sadiq	16/04/2024		Initial draft for review.

DOCUMENT REFERENCES

AUTHOR	DOCUMENT NAME	VERSION

PEOPLE CONSULTED

NAME	DEPARTMENT

APPROVALS

NAME	REPRESENTING	SIGNATURE	DATE

Note

My signing of this document indicates that I am in full agreement with its content and approve of it.

STAKEHOLDERS

Name	Department	Unit

INTRODUCTION

1. Project Overview

The LBAN Recruitment Application is designed to enhance the efficiency of the hiring process for employers and job seekers alike. By offering a user-friendly platform, employers can effortlessly manage applications, and engage with candidates effectively.

2. Scope of the Requirements

(a) In scope

- Email notification.
- Recruitment process.
- Candidate management
- Application tracking
- Reporting

(b) Out of Scope

- Job vacancies/listing

FUNCTIONAL SPECIFICATION

1. Functional Requirements

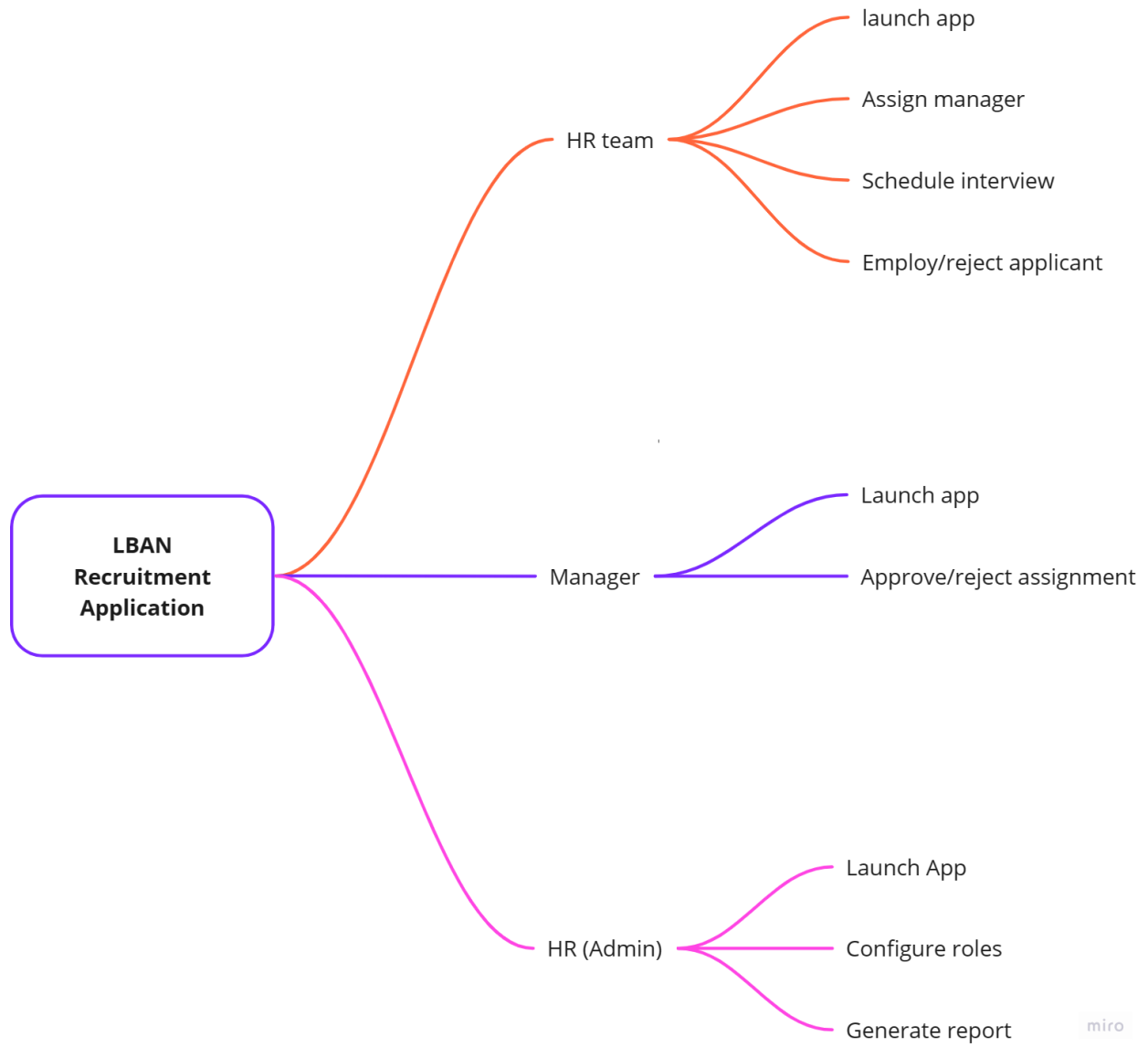
FR ID	Description	Priority
Basic Requirements		
FR001	The navigation shall be easy to use and clearly visible such that user is able navigate around the portal with minimal assistance.	P1
FR002	The system shall have the following configurable actors. <ul style="list-style-type: none"> • Manager • HR • HR Admin 	
FR003	Users on the system shall be configurable only by the HR Admin	P1
FR004	Applicant shall fill the employee application form	P1
FR005	Applicant shall get a notification of successful submission after they fill in the form	P1
FR006	The system shall send an email notification to the HR when the applicant fills the employee application form and set the status of that application to “New” on the system	P1
FR007	The HR shall view the new applications submitted by the applicants on the system and click on the assign button to assign a manager	P1
FR008	The system shall trigger an email notification to the newly assigned manager	P1
FR009	The system shall set the status to “pending manager”	P1

FR018	The system shall have the functionality that enables the HR reassign applications rejected by the manager	P1
FR010	The manager shall log on to the system to view applications assigned to them	P1
FR011	The manager shall only see applications and statuses of such applications particularly assigned to them	P1
FR012	The manager shall either approve or reject the assignment	P1
FR013	The system shall display a dialogue box for the manager to add comments when the approve/reject an assignment	P1
FR014	The system sets the status of the application to “Approved by manager” when the manager approves the assignment	P1
FR015	The system sets the status of the application to “Rejected by manager” when the manager rejects the assignment	P1
FR016	The HR shall be able to view the manager’s comments on applications that have been acted on by the manager	P1
FR017	The system sends an email notification to the HR when the manager approves/ rejects the assignment	P1
FR019	The HR proceeds to fill in the interview form and schedule an interview with the applicant after the manager approves on the system	P1
FR020	The system shall change the application status to “interview scheduled”	P1
FR021	The system shall integrate with Microsoft teams and update the calendar of the HR team and manager tied to that application accordingly	P1
FR022	The system shall send an email notification to the applicant informing them that an interview has been set up for them	P1

FR023	The content of the email to the applicant shall contain the job role, date, time, as well as the link to the interview	P1
FR024	The system shall send an email notification as a reminder to the HR and manager as applicable when the reminder toggle is turned on	P1
FR025	The HR shall log in to the system after the interview to either confirm or decline the applicant's employment status	P1
FR026	If the interview was successful, the HR clicks on the employ button on the system to offer the applicant employment	P1
FR027	If the interview was unsuccessful, the HR clicks on the decline button on the system	P1
FR028	The system shall set the application status to "Employed" or "Declined" accordingly	P1
FR029	The system shall send an email notification to the applicant informing him/her that their recruitment was successful, and they have been employed	P1
FR030	If the recruitment was unsuccessful, the system shall send an email notification to the applicant informing him/her that their application was unsuccessful, and employment was declined	P1
FR031	Attachments shall be downloadable by all actors on the system	P1
FR032	All declined applications on the system shall move to the declined repository	P1
FR033	The system shall display the list of all applications that were declined employment when the HR clicks on the "Declined repository" button	P1
FR034	The system shall have the functionality that allows the HR/HR Admin spool and download reports	P1
FR035	The system shall integrate with active directory	P1

FR036	The HR shall be able to delete “Employed” and “declined” applications on the system only	P1
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Mind Map



USE CASES

1. User stories

UC-001- HR assigns Manager.

Use Case ID	UC-001
Use Case Name:	HR assigns manager
Brief Description	This use case describes the process by which the HR assigns a manager to new applications
Actors	<ul style="list-style-type: none"> • HR • The system
Trigger	User wants to assign a manager to review an applicant's job application
Pre-Conditions	The user must be configured as the HR User has the valid URL to the application

Basic Flow	<ul style="list-style-type: none"> • User launches recruitment App. • System displays list of applications. • User clicks on the view button to view “New” application. • System displays application. • User clicks on the assign button and selects a manager from the dropdown. • User clicks on the submit button to confirm selection. • System displays a success prompt. • System triggers email notification to the manager.
Post-conditions	<ul style="list-style-type: none"> • Nil
Special Requirements or Notes	<ul style="list-style-type: none"> • Nil
Alternate flow(s)	<ul style="list-style-type: none"> • Nil
Exception(s)	<ul style="list-style-type: none"> • Nil

UC-002- Manager approves assignment.

Use Case ID	UC-002
Use Case Name:	Manager approves assignment
Brief Description	Manager wants to approve new applications assigned to them by the HR
Actors	The Manager The recruitment App
Trigger	Manager wants to approve an application assigned to them
Pre-Conditions	The user must be configured on the system as a manager
Basic Flow	<ul style="list-style-type: none"> • User launches the portal.

	<ul style="list-style-type: none"> • System displays a list of applications assigned to the user. • User clicks on “view” button to view the application. • User clicks on the approve button. • System displays dialogue box for user to input comments. • User clicks on the “approve” to confirm approval. • System displays a success prompt. • System triggers email notification to HR
Post-conditions	<ul style="list-style-type: none"> • Nil
Special Requirements or Notes	The system shall automatically disable the approve and reject buttons on an application once the manager approves/rejects request making it impossible to action again.
Alternate flow(s)	If a manager rejects the application, the system triggers an email notification to the HR carrying the manager’s comment.
Exception(s)	<ul style="list-style-type: none"> • Nil

UC-003- HR Schedules interview

Use Case ID	UC-003
Use Case Name:	HR Schedules interview
Brief Description	This use case describes how the HR schedules interview for approved applications
Actors	HR The Recruitment App
Trigger	Manager has approved an application and The HR wants to schedule an interview on the recruitment App
Pre-Conditions	User must be configured as the HR

<p>Basic Flow</p>	<ul style="list-style-type: none"> • User launches the portal. • System displays a table of applications. • User navigates to the application with the status “Approved by manager”. • User clicks on “view”. • System displays application including the; <ul style="list-style-type: none"> -Status (approved by manager) -Manager’s comments -Manager’s name -Approval date • User clicks on the “schedule interview” button. • System displays the form fields. • User fills in all required fields. • User clicks on the “schedule” button. • The system updates the Microsoft Teams calendar and sends an email notification to the applicant and manager
<p>Post-conditions</p>	<ul style="list-style-type: none"> • Nil
<p>Special Requirements or Notes</p>	<p>The system shall automatically keep the “schedule” button disabled until all required fields are properly filled.</p>
<p>Alternate flow(s)</p>	<ul style="list-style-type: none"> • Nil
<p>Exception(s)</p>	<p>Nil</p>

UC-004- HR Employs applicant.

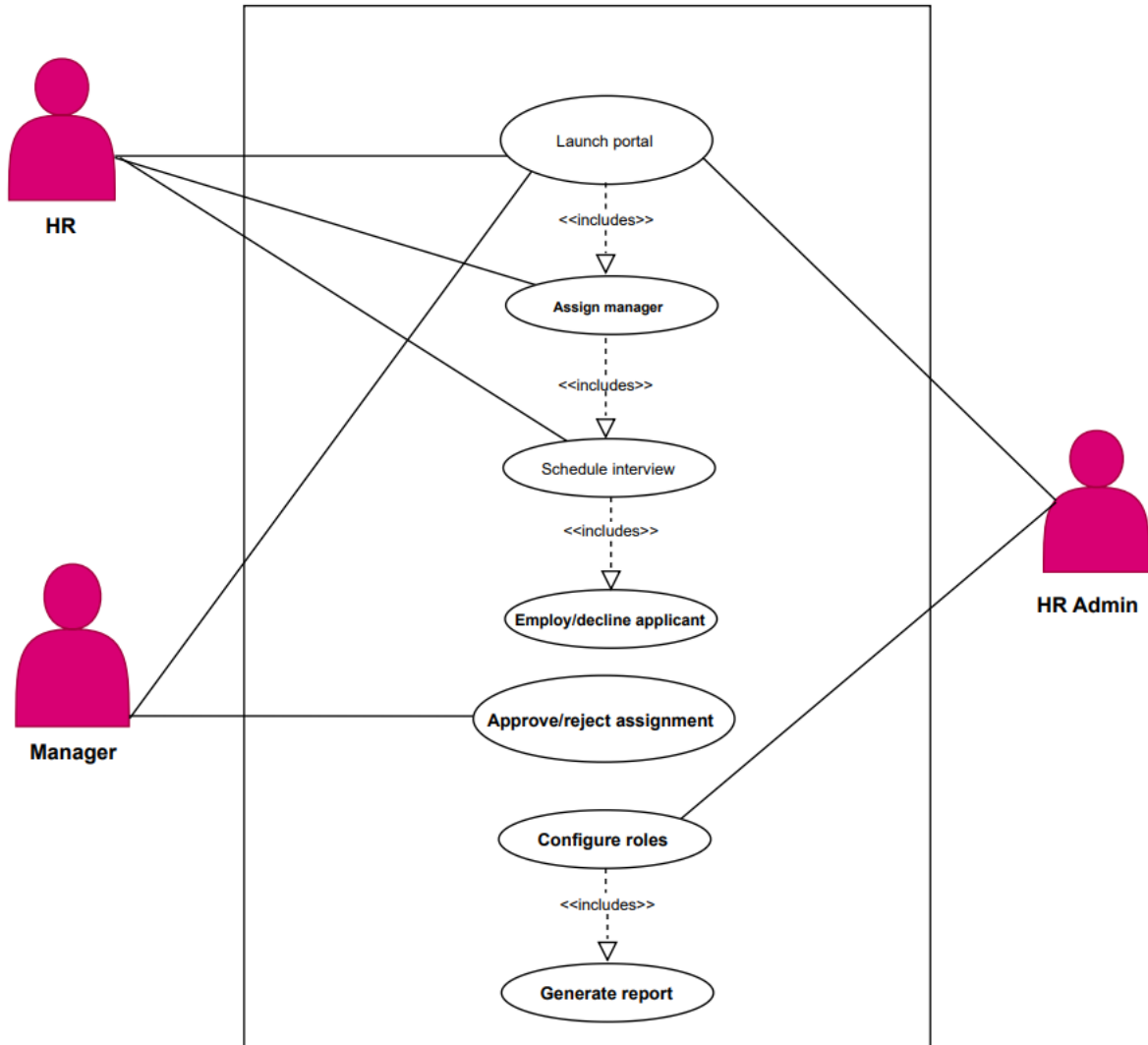
Use Case ID	UC-004
Use Case Name:	HR Employs applicant
Brief Description	This process describes how an applicant is employed
Actors	<ul style="list-style-type: none"> • HR • The Recruitment App
Trigger	User wants to employ an applicant
Pre-Conditions	<ul style="list-style-type: none"> • The User is configured as HR. • The interview session must have been concluded and successful
Basic Flow	<ul style="list-style-type: none"> • User launches the portal. • User navigates to application with status interview scheduled. • User clicks on “view” button. • System displays application. • User views application and clicks on the “Employ” button. • System displays “yes” or “no” button. • User clicks on “yes” to employ. • System displays success prompt. • System saves record and captures employment date. • System sends email notification to applicant.
Post-conditions	<ul style="list-style-type: none"> • Nil
Special Requirements or Notes	<ul style="list-style-type: none"> • Nil
Alternate flow(s)	If interview was unsuccessful, HR clicks on the reject button and system sends an email notification to the applicant informing them that their employment was unsuccessful.
Exception(s)	<ul style="list-style-type: none"> • Nil

UC-005- HR Admin configures roles.

Use Case ID	UC-005
Use Case Name:	HR Admin configures roles
Brief Description	HR Admin wants to configure roles on the recruitment App to perform required functions
Actors	<ul style="list-style-type: none"> • HR Admin • Active directory • The Recruitment App
Trigger	HR Admin wants to configure actors on the system
Pre-Conditions	User must be configured as HR Admin
Basic Flow	<ul style="list-style-type: none"> • User launches portal. • Add here. • System displays a table of actors and their roles. • User clicks on the “Add New” button. • System displays interface to add user details. • User clicks on the dropdown to choose a user and the role. • User clicks on the “Save” button. • System displays success prompt confirming action. • System sends email notification to configured user.
Post-conditions	<ul style="list-style-type: none"> • Nil
Special Requirements or Notes	Delete and modify
Alternate flow(s)	<ul style="list-style-type: none"> • Nil

Exception(s)	• Nil
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Use case Diagram.



FORM FIELDS

Schedule interview

No .	FIELD	TYPE	VALUES	REQUIRE D	INPUT TYPE	RULES/ VALIDATIO N
1.	Meeting title	Textbox		Yes	Alphanumeri c	HR enters the title of the meeting
2.	Start time	Date and time picker		Yes		HR enters the date and time of the interview
3.	Division	Dropdow n	List of divisions in the organizatio n	Yes	Alphabet	HR selects the division from the dropdown list
3.	Required attendees	People's picker		Yes		HR types in name of required attendees and selects users populated by the system from the dropdown
4.	Duration			Yes		
5.	Session type	Label	“Interview”	Yes		System auto populates the session type as
6.	Description	Multiline Textbox		Yes		HR enters meeting description
7.	Departmen t	Dropdow n	List of department s in the organizatio n	Yes		HR selects the department from dropdown list
8.	Location	Label	“Teams”	Yes		System auto populates the session type as

9.	Reminder	Toggle	<ul style="list-style-type: none"> • On • Off 	Yes		HR toggles on or off to add reminder to the
10.	Reminder minutes	Number Scroller		Yes if “on” is selected in 9 above	Numeric	

Non-functional Requirements

Number	Requirements	Priority
NFR 1	Performance Requirements	
NFR 1.1	Server interactions which require processing should take less than three seconds	P1
NFR 1.2	Querying the database should take less than one second.	
NFR 2	Capacity Requirements	
NFR 2.1	Application platform shall be able to scale seamlessly to accommodate consistent sudden spike in application resources usage due to volumes.	P1
NFR 2.2	The application platform shall be made to keep all active visitor history and staff requests records for 3 months.	P1

NFR 2.3	Storage growth shall be considered and planned for as this will be required as platform usage increase.	
NFR 3	Monitoring Requirements	
NFR 3.1	There shall be URL monitoring to ensure service availability	
NFR 3.2	There shall be application and database monitoring on the system	
NFR 3.3	There shall be URL monitoring to ensure service availability	
NFR 4	Availability Requirement	
NFR 4.1	The service/solution shall be available for user for 24x7 i.e hours of operation must be 24x7	
NFR 4.2	The system must have 99.90% availability	
NFR 4.3	Outage during critical working hour shall be limited to less than 44.64 minutes in a month	
NFR 4.4	The service/solution shall be available for user for 24x7 i.e hours of operation must be 24x7	

Appendix A: Glossary

ABBREVIATION	MEANING
LBAN	Lotus Beta Analytics Nigeria LTD.

Appendix B: Requirement Prioritization

PRIORITY	DESCRIPTION
P1	Functionality/Capability is a must Have for go live and non-negotiable for system deployment

P2	Functionality/Capability is a must have for go live however a work around is acceptable as a stop gap
P3	Functionality/Capability is a required however negotiable to be delivered in future phases
P4	Functionality/Capability is a nice to have

Appendix C: Document References

- ***DESIGN SPECIFICATION ---- IT Growth and New Business***