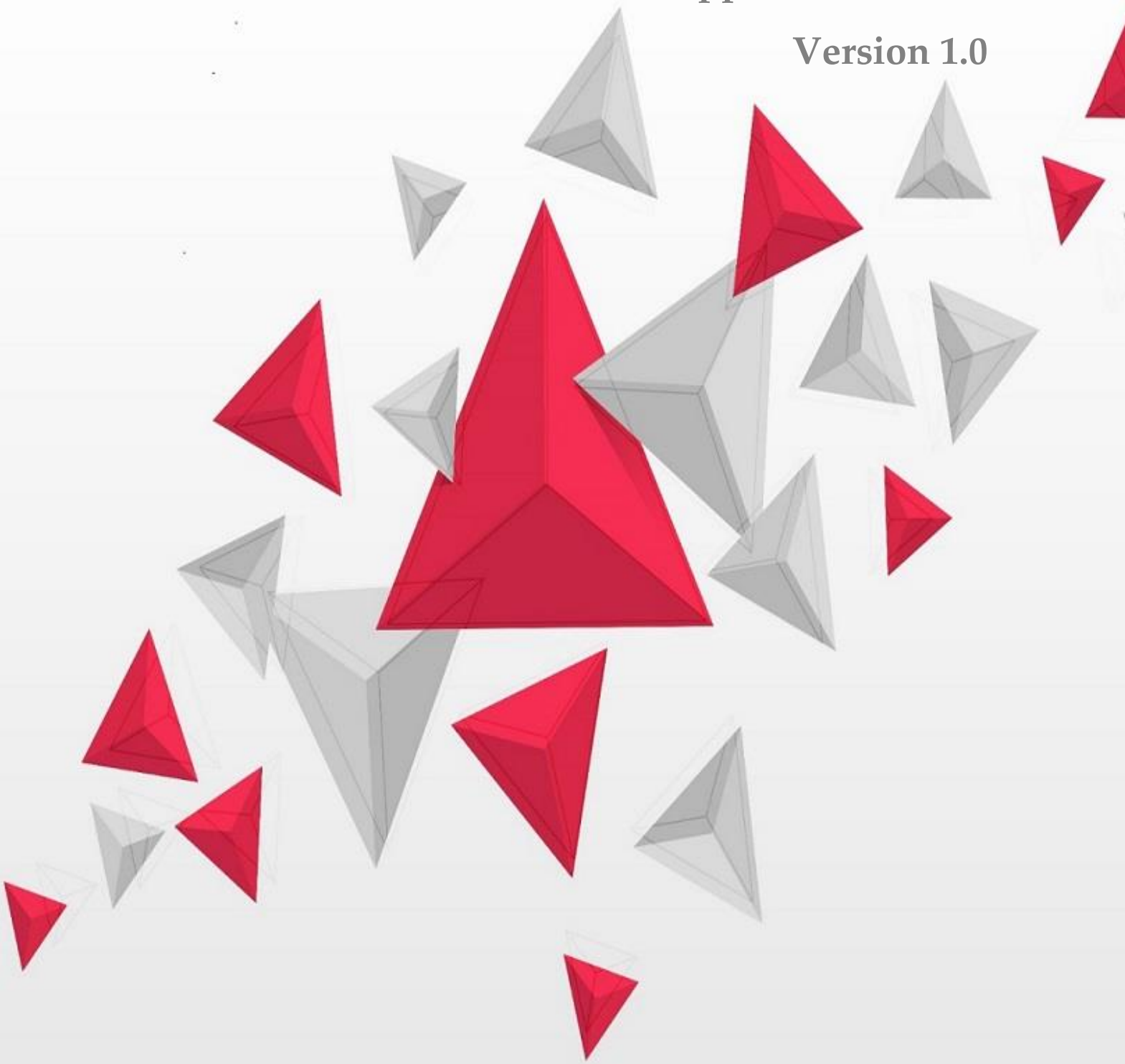


# Project Vision Document

Acme Corporation

Professional Evaluation Application (PEA)

Version 1.0



## Document Versioning Details

Version	Date	Action	Author	Approver
.1	3-Jan-2022	The first draft of the project vision	Robin Gupta and Raj Mathur	
1.0	7-Jan-2022	Base-lined version of the project vision	Robin Gupta and Raj Mathur	Pat Flynn, Rashmi Shukla

## Contents

Document Versioning Details .....	2
1. Introduction.....	5
1.1 Purpose .....	5
1.2 Stakeholders .....	5
1.3 Scope .....	5
1.4 Definitions .....	6
1.5 References.....	6
2. Business Case .....	7
2.1 Business Opportunity/need .....	7
2.2 Problem statement.....	7
3. Stakeholders and User details.....	8
3.1 Stakeholders Details.....	8
3.2 Users Roles .....	10
3.3 User Environment .....	10
3.4 User Profile.....	10
4. Project/Product Overview .....	12
4.1 Modules .....	12
4.2 Features.....	12
Module.....	12
Feature .....	12
Description .....	12
4.3 Benefits.....	14
5. Constraints.....	16
6. Assumptions and Dependencies .....	17
7. Cost and Pricing.....	18
8. Quality Control .....	19
9. Project Documentation.....	20

10.	Key Milestones .....	21
11.	Additional Details .....	22

## 1. Introduction

The project vision document elucidates the features and associated aspects of the **Professional Evaluation Application (PEA)** being developed for **Acme Corp.**

### 1.1 Purpose

The purpose of this document is to describe the overall, high-level scope of the project along with the business need, features, and stakeholders details. Additionally, the assumptions and constraints against the development of the product and the pricing-related information are documented herein.

### 1.2 Stakeholders

Following are the stakeholders that are identified and formally assigned to the development of the Professional Evaluation Application (PEA):

Stakeholder Name	Designation
Rajnesh Seth	Project Sponsor
Pat Flynn	Client/Subject Matter Expert (SME)
Jacob Wess	Client/Subject Matter Expert (SME)
Raj Mathur	Project Manager
Robin Gupta	Business Analyst
Bill Nelson	Application Development – Lead
Shivank Aggarwal	Quality/Testing
Rashmi Shukla	PMO
TBD	Development Team

More details about these stakeholders are available under section 3 of this document.

### 1.3 Scope

The project's scope encompasses creating a professional evaluation application that shall be integrated with Acme Corp's recruitment activities for conducting technical, analysis, interpersonal and aptitude assessments. This evaluation application will be a formal, web-based talent and skill evaluation platform and will allow Acme Corp's

recruitment teams to assess the suitable job applicants for various positions within their organization.

The web-based evaluation application will have four modules, namely:

- Module 1 - Evaluation Panel Login
- Module 2 – Recruitment Login
- Module 3 - Job applicant Login
- Module 4 – Supervisor Login

The application's name shall be 'Professional Evaluation Application (PEA)'.

It should be noted that the scope is only to create a web-based application, and the development of any android or iOS mobile app is outside the scope of the development.

## 1.4 Definitions

1. **Evaluation:** An assessment containing a series of questions and is used to judge the competency of a job applicant by assessing their responses/answers
2. **Evaluation Panel:** Group of individuals (belonging to Acme Corp.) that defines the assessment questions to evaluate the skills and suitability of a job applicant
3. **Recruitment:** Department within Acme Corp. that is responsible for finding job applicants, screening and recruiting them
4. **Job applicant:** Person applying for a specific job position with Acme Corp.
5. **Supervisor:** A person(s) responsible for overseeing the complete activities that are being performed in the application and are also responsible for the management of different users that uses the application
6. **Widgets:** A widget is a self-contained piece of information available on the application's home screen (dashboard)
7. **Analytics:** Analytics is the discovery and interpretation of meaningful data within the application and is displayed on the application dashboard within a widget

## 1.5 References

None

## 2. Business Case

### 2.1 Business Opportunity/need

Defined below are the objectives that shall be met by the successful implementation of the Professional Evaluation Application (PEA) project:

- Effectively identify and fill the staffing/recruitment needs by implementing a repeatable and standardized personnel staffing process
- Get a suitable job applicant for the job
- Reduce the chances of a bad hire
- Increase participation in recruitment activities from each division within Acme Corp

### 2.2 Problem statement

Typically, the process of recruitment against the job positions within Acme Corp consists of the following activities:

- Filtering and shortlisting a job applicant based on his profile/resume
- Having an interaction with them over a call to gauge their communication acumen, business etiquette, and professionalism
- Conducting initial telephonic and/or video-based interviews
- Face to face interview/s by the technical/business team
- Recruitment discussion and offer roll-out

However, in the above process, the job applicants are not subjected to any comprehension and calculations based evaluations and their cognitive, written, and critical thinking abilities are not put to the test.

Additionally, since the job applicants are not assessed on real-world situations and scenarios, their suitability to the position and their on-job performance cannot be guaranteed. Often, such job applicants fail to be a right fit for the organization, turn out to be a bad hire, and negatively impact Acme Corp's revenue, considering the overall cost of recruitment.

To overcome such hiring mistakes, Acme Corp. aspires to build an evaluation application that will allow them to effectively identify and fill their staffing needs by implementing a repeatable and standardized personnel staffing process.

### 3. Stakeholders and User details

#### 3.1 Stakeholders Details

The details of the stakeholders that shall be associated with the project:

<b>Stakeholder Name</b>	Rajnish Seth
<b>Designation/Role</b>	Project Sponsor
<b>Responsibilities</b>	Champion for the project ensuring availability of budget & resources
<b>Specialties/Expertise/Domains</b>	Higher Management
<b>Involvement</b>	Low
<b>Contact Details/Email ID</b>	<a href="mailto:rseth@rcube.com">rseth@rcube.com</a>

<b>Stakeholder Name</b>	Pat Flynn
<b>Designation/Role</b>	Client
<b>Responsibilities</b>	SPOC for all domain related clarifications and detailing
<b>Specialties/Expertise/Domains</b>	Subject Matter Expert (SME)
<b>Involvement</b>	Moderate
<b>Contact Details/Email ID</b>	<a href="mailto:pflynn@acmecorp.com">pflynn@acmecorp.com</a>

<b>Stakeholder Name</b>	Jacob Wess
<b>Designation/Role</b>	Client
<b>Responsibilities</b>	SPOC for all domain related clarifications and detailing
<b>Specialties/Expertise/Domains</b>	Subject Matter Expert (SME)
<b>Involvement</b>	Moderate
<b>Contact Details/Email ID</b>	<a href="mailto:jwess@acmecorp.com">jwess@acmecorp.com</a>

<b>Stakeholder Name</b>	Raj Mathur
<b>Designation/Role</b>	Project Manager
<b>Responsibilities</b>	Delivery and execution of the project deliverables
<b>Specialties/Expertise/Domains</b>	Project Management
<b>Involvement</b>	High
<b>Contact Details/Email ID</b>	<a href="mailto:rmathur@rcube.com">rmathur@rcube.com</a>



<b>Stakeholder Name</b>	Robin Gupta
<b>Designation/Role</b>	Business Analyst
<b>Responsibilities</b>	Gather detailed requirements from the client, analyze, document, and validate scope
<b>Specialties/Expertise/Domains</b>	Business Analysis
<b>Involvement</b>	High
<b>Contact Details/Email ID</b>	<a href="mailto:rgupta@rcube.com">rgupta@rcube.com</a>

<b>Stakeholder Name</b>	Bill Nelson
<b>Designation/Role</b>	Application Development – Lead
<b>Responsibilities</b>	Provide technical advice and guidance to the developers and own architectural & code review activities
<b>Specialties/Expertise/Domains</b>	Application Development
<b>Involvement</b>	High
<b>Contact Details/Email ID</b>	<a href="mailto:bnelson@rcube.com">bnelson@rcube.com</a>

<b>Stakeholder Name</b>	Shivank Aggarwal
<b>Designation/Role</b>	Quality Lead
<b>Responsibilities</b>	Plan, design, execute, and track system and performance testing
<b>Specialties/Expertise/Domains</b>	Quality/Testing
<b>Involvement</b>	High
<b>Contact Details/Email ID</b>	<a href="mailto:saggarwal@rcube.com">saggarwal@rcube.com</a>

<b>Stakeholder Name</b>	Rashmi Shukla
<b>Designation/Role</b>	PMO
<b>Responsibilities</b>	Maintain the standard of the project management activities
<b>Specialties/Expertise/Domains</b>	Project Management and PMO
<b>Involvement</b>	Low
<b>Contact Details/Email ID</b>	<a href="mailto:rshukla@rcube.com">rshukla@rcube.com</a>

### 3.2 Users Roles

- **Evaluation panel** – A group of individuals (belonging to Acme Corp) that defines the assessment questions for a job applicant's evaluation
- **Recruitment** – A department within Acme Corp that is responsible for finding job applicants, screening and recruiting them
- **Job applicant** - Person who is applying for a specific job position within Acme Corp
- **Supervisor** – Person(s) within Acme Corp who is responsible for overseeing the complete activities that are being performed on the application

### 3.3 User Environment

TBD

### 3.4 User Profile

<b>User Type</b>	Evaluation panel
<b>User interaction area/domain</b>	Internal user
<b>Responsibilities</b>	Create an evaluation/assessment to assess a job applicant skills against a job position
<b>Involvement</b>	Moderate
<b>Deliverables</b>	NA

<b>User Type</b>	Human Resource
<b>User interaction area/domain</b>	Internal user
<b>Responsibilities</b>	Track and manage job applicant's evaluations and review their results
<b>Involvement</b>	High
<b>Deliverables</b>	NA

<b>User Type</b>	Job applicant
<b>User interaction area/domain</b>	External user
<b>Responsibilities</b>	Attempt the online, on-screen evaluation
<b>Involvement</b>	Low
<b>Deliverables</b>	NA

<b>User Type</b>	Supervisor
<b>User interaction area/domain</b>	Internal user
<b>Responsibilities</b>	Perform administrative and user management activities and draw out reports/analytics
<b>Involvement</b>	Moderate
<b>Deliverables</b>	NA

## 4. Project/Product Overview

### 4.1 Modules

The web-based evaluation application will have four modules; namely:

- Module 1 - Evaluation Panel Login
- Module 2 - Recruitment Login
- Module 3 - Job applicant Login
- Module 4 - Supervisor Login

### 4.2 Features

Module	Feature	Description
Evaluation Panel Login	Dashboard	Shows the new notifications for the evaluation panel user
Evaluation Panel Login	Create new evaluation	Allows the user to create a new evaluation by defining the evaluation instructions, settings, sections, and the questions
Evaluation Panel Login	Preview and save evaluation	Allows the user to preview the evaluation to ensure accuracy & correctness and then save the evaluation
Evaluation Panel Login	Edit evaluation	Allows the user to edit the evaluation to correct errors or add new questions/sections
Evaluation Panel Login	Share evaluation with a colleague for feedback	The user should be able to share the evaluation with a colleague for a review and seek his feedback on the same
Recruitment Login	Dashboard widget 1	The widget will contain notifications against the job applicants
Recruitment Login	Dashboard widget 2	The widget will contain different analytics (attempting, cleared, etc...) against the job applicants
Recruitment Login	Manage job applicant	The recruitment team should be able to add, edit and delete the job applicants to/from the application and invite them for the online evaluation

Recruitment Login	Review job applicant performance	The recruitment team should be able to view a job applicant's score, their attempt time, and their answers to questions contained in the evaluation
Recruitment Login	Track job applicants	The recruitment team should be able to perform audit tracking against a job applicant
Job applicant Login	Login through the invitation link	The job applicant should be able to login into the application through the invitation link sent by the Recruitment team
Job applicant Login	Take mock evaluation	The job applicant should be able to take a mock evaluation to make themselves accustomed to the application
Job applicant Login	Attempt actual evaluation	The job applicant should be able to attempt the actual evaluation set by the evaluation panel members
Job applicant Login	Provide feedback	The job applicant should be able to provide feedback about their overall experience of using the assessment
Supervisor Login	Dashboard widget 1	The widget will contain notifications against the job applicants
Supervisor Login	Dashboard widget 2	The widget will contain different analytics (attempting, cleared, etc...) against the job applicants
Supervisor Login	Manage Users	The supervisor should be able to assign/remove the roles and permissions against the application users
Supervisor Login	Manage Evaluation	The supervisor should be able to add, edit and delete evaluations
Supervisor Login	Manage job applicant	The supervisor should be able to add, edit and delete the job applicants to/from the application and invite them for the evaluation
Supervisor Login	Review job applicant performance	The supervisor should be able to view a job applicant's score, attempt time, and answers to questions

Supervisor Login	Track job applicants	The supervisor should be able to perform audit tracking against a job applicant
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### 4.3 Benefits

#### Module 1 - Evaluation Panel Login

This section of the platform will allow the evaluation panel member/s (e.g., business manager, technical lead, lead analyst, project/program manager) to create a web-based evaluation that a job applicant needs to go through against a position to be filled within Acme Corp. The platform will allow the panel members to create separate evaluation sections (technical, decision making, comprehension, etc...) and write questions within each section to assess a job applicant's capability and suitability for the position. The platform will also facilitate selecting different questions types (dropdown, multiple-choice, Fill in the blank, reorder), importing existing questions, or defining new questions for the evaluation.

The panel members will be able to preview the evaluation before finalizing and submitting it to the Human Resource team.

#### Module 2 – Recruitment Login

This section of the platform is for the Recruitment or the talent acquisition team, where they could create a job applicants' profile and invite the shortlisted applicants for the evaluation. Also, the platform will allow the recruitment team to track and manage applicant's evaluations and review their results.

The recruitment role will have an analytics section that will give in-depth statistics for the job applicants and metrics surrounding the evaluations. Additionally, the recruitment team will draw additional details from some pre-defined reports in the application.

#### Module 3 - Job applicant Login

The section caters to the job applicants who will attempt the online, on-screen evaluation prepared by the business manager and assigned to the job applicant by the recruitment members.

The job applicant will write, review and submit the evaluation within a defined time limit and give feedback on their experience on the platform.

Based on the markings and cut-off, the system will invigilate the evaluation and publish the results to the recruitment team and supervisor.

#### **Module 4 – Supervisor Login**

The supervisor login of the application contains functionalities and privileges that facilitate the application's overall administration.

The supervisor will have user management access to assign roles/permissions to the existing employees of Acme Corp.

The supervisor will be able to view and edit the existing evaluations and add new evaluations.

Additionally, the supervisor will have the list of all the job applicants created on the platform and their details and will also be able to draw out pre-defined reports and analytics from that data.

## 5. Constraints

1. The project development methodology to be followed should be Agile
2. The duration of a sprint should not be more than 3 weeks
3. The project's team size and duration (# of sprints) should be constant and should be estimated post initial requirement discussions.
4. There should be proper guidelines and definitions of the completion of a sprint
5. Any modifications to the project requirements should be first discussed and prioritized before implementation/development.



## 6. Assumptions and Dependencies

1. All the requirements are correctly analyzed, brainstormed, and thought over before implementation.
2. English (US) will be considered as the language for communication and collaboration
3. Acme Corp. will provide a designated single point of contact (SPOC) for all requirement related clarifications
4. All the estimations are based on the project conditions and what is known about the project at that point in time. Any modifications to the project aspects might impact the respective estimations.
5. Acme Corp will review and sign off all the requirements in a timely fashion without impacting the development team's schedule.
6. Acme Corp. to facilitate the domain-specific knowledge transition

## 7. Cost and Pricing

The fixed development cost of the complete application development is \$..... with the assumption that not more than 5 sprints will be required for the entire development.

RTS will provide the detailed infrastructure pricing (hosting, servers, and hardware), AWS, and additional human resources after the respective requirements are identified. Any such costs stand excluded from the application development cost described above.

## 8. Quality Control

- The scope of the testing activities is to cover the complete set of functional as well as non-functional requirements along with the performance, usability, and security-related aspects of the application.
- The majority of the application is to be manually tested.
- If required, testing of some of the modules/functionalities to be automated
- There should be a designated bug tracking system that shall house the lifecycle of all the application bugs and facilitate the resolution and closure
- The test cases of all the functionalities should be validated by the business
- The test case execution results to be adequately maintained for every sprint release
- The acceptance of the product will be marked by Acme Corp and the team successfully executing the UAT test cases

## 9. Project Documentation

Project Phase	Documentation
Planning – Requirement gathering	Business Requirement Document (BRD)
Planning – Requirement gathering	Functionality matrix (FM)
Planning – Requirement gathering	User Stories
Planning – Technical Design	Architecture Design Document (ADD)
Planning – Technical Design	Infrastructure Design Document
Execution - Development	Sprint backlog and Sprint plan
Execution - Testing	Test cases
Execution - Testing	Test case execution report
Monitoring and controlling	Weekly status reports
Monitoring and controlling	Risk Log
Monitoring and controlling	Requirement Traceability Matrix (RTM)
Monitoring and controlling	Change Control Log
Monitoring and controlling - UAT	Integrated application
Monitoring and controlling – Closure	Software source code

All the project artifacts should follow the templates and guidelines laid down by RCube Technology Services (RTS).

## 10. Key Milestones

Milestone #	Deliverables	Due on/within
1	Project Kickoff	1 <sup>st</sup> Week
2	Analysis & Documentation	2 <sup>nd</sup> Week
3	Architecture Design	4 <sup>th</sup> Week
4	Development & Execution	6 <sup>th</sup> Week
5	User Acceptance Testing (UAT)	22 <sup>nd</sup> Week
6	Roll-out	25 <sup>th</sup> Week

## 11. Additional Details

1. Out of scope functionalities should be identified during requirement elicitation sessions
2. The exact number of resources shall be decided after the detailed functional and technical requirements are identified
3. Non-functional requirements like usability requirements, performance requirements, security requirements, and UI requirements are yet to be identified
4. Detailed roll-out and milestones based project plan to be shared in the project planning phase
5. RR Technology Services (RTS) shall provide a maintenance team post project deployment, and that team should facilitate the resolution of bugs, end-user issues, and performance-related issues.
6. Based on the initial discussions, if any of the parties identify or anticipate any project risk, the same should be duly brought to the other party's notice, and a mutual response strategy should be drafted for the risk.  
Risk identification should be a constant exercise throughout the project's lifecycle and should be touched upon during the periodic project reviews/meetings.