

# Talent Acquisition, Appraisal and Deployment



## Global Project

### Functional Specification

Version 1.0

**FINAL**

Submitted by



**DIGITAL BOARDWALK**

December 21, 2000

## Functional Specification Approval Process

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The Digital Boardwalk process for this Functional Specification is as follows:

1. Digital Boardwalk creates the first draft of the Functional Specification
2. Digital Boardwalk submits the first draft to the client for review
3. \_\_\_\_\_ reviews the first draft
4. \_\_\_\_\_ identifies any functional requirements that are missing, incompletely specified, or stated incorrectly
5. \_\_\_\_\_ submits the first draft to Digital Boardwalk with feedback
6. Digital Boardwalk incorporates the feedback and issues the final version of the Functional Specification
7. \_\_\_\_\_ approves and signs off the final version of the document

## Functional Specification Sign-Off

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The following signatures represent an understanding of the materials contained in this Functional Specification document and agreement to the scope and responsibilities described therein.

_____	_____	_____	_____
Project Manager	Date	Business Analyst Digital Boardwalk, Inc.	Date
_____	_____	_____	_____
Project Manager Digital Boardwalk, Inc.	Date	Project Manager Digital Boardwalk, Inc.	Date

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## Introduction

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This functional specification document outlines the business requirements for the Talent Acquisition, Appraisal and Deployment (TAAD) Global project and consolidates all of the information collected regarding the application. The functionality contained herein represents the requirements as expressed in meetings and documents received from

The application described herein contains the changes suggested and accepted out of the Hong Kong Pilot and additional requirements defined through meetings and document exchanges between \_\_\_\_\_ and Digital Boardwalk.

The following parties at Digital Boardwalk will use the functionality described in this document:

- Our Engineering Department will use it as the roadmap to develop the application
- Our Quality Assurance Department will use it as a baseline to develop a quality assurance test plan
- Our User Experience Group will use it as a reference for information architecture and look and feel issues
- Our Project Management Group will use it to create a project schedule and monitor the progress on the project.

## *Application Overview*

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The TAAD application is intended to enable \_\_\_\_\_ to measure the performance of its employees, inform senior management of the current status, and improve the performance of the organization.

The TAAD application will support the following actors:

- \_\_\_\_\_ Administrator
- Organizational Administrator
- Manager
- Employee

## Administrator

The Administrator features provide the following high-level functionalities:

- Allow the Administrator to add and edit compliance deadlines for the managers to complete their reviews
- Enable the Administrator to monitor manager compliance with the review deadline for all organizations within
- Allow the Administrator to add new employees to the system and edit employee information for any organization
- Allow the Administrator to create other organizational administrators or
- Allow the Administrator to mark an employee as “Terminated” for any organization
- Allow the Administrator to generate reports for one or all organizations within
- Allow the Administrator to receive feedback from staff
- Allow the Administrator to edit performance and potential question text.

## Organizational Administrator

The Organizational Administrator features provide the following high-level functionalities:

- Allow the Organizational Administrator to generate reports for his or her organization
- Enable the Organizational Administrator to monitor manager compliance with the review deadlines for his or her organization
- Allow the Organizational Administrator to add new employees to the system and edit employee information for his or her organization
- Allow the Organizational Administrator to mark an employee as “Terminated” for his or her organization
- Allow the Organizational Administrator to see a list of all employees within his or her organization.

## Manager

The Manager features provide the following high-level functionalities:

- Enable the Manager to view a list of the people he or she is to review
- Allow the Manager to create and edit employee evaluations
- Allow the Manager to view a manager's rating and print a report of the evaluation.

## Employee

The Employee features provide the following high-level functionalities:

- Allow the Employee to access the application and receive information related to HR activities and information about his or her performance.

## Administrators, Managers, and Employees

The following high-level functionalities apply to Administrators, Managers and Employees:

- Provide the ability to securely log into the application
- Allow access to Frequently Asked Questions (FAQ's)
- Allow feedback to be provided and collected
- Provide a glossary to explain terms used in the application
- Provide a standard legal disclaimer
- Allow users to change their passwords.

## Catalogs

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The following section defines the foundation information for the functional specification and covers these topics:

- Actor Catalog
- Use Case Catalog
- Business Rule Catalog

### *Actor Catalog*

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The following table defines all of the actors that will access the TAAD application during the Pilot Project.

Reference Number	Actor ID	Actor Name	Characteristics	Concurrent Number
1	TGP-A1	Administrator	An actor that has access to all areas of the system	
2	TGP-A2	Organizational Administrator	An actor that has access to all information for his or her organization	
3	TGP-A3	Manager	An actor who can create, view, and edit Performance / Potential ratings for the managers that this actor is responsible for rating	
4	TGP-A4	Employee	An actor who can log into the system and get limited information about his or her ratings. In the future, additional Human Resources information and resources will be available to employees	

**Note:** *Not all organizations have to have an Organizational Administrator. In the case where there is no Organizational Administrator, the Administrator is the default Organizational Administrator.*

## Use Case Catalog

This section outlines all of the use cases that define the TAAD application. Each of the use cases outlined in the table below defines a functional area of the application.

Reference Number	Use Case ID	Use Case Name	Description	Status
1	TGP-UC001	Login	Actor gains access to the system by passing an authentication test	In progress
2	TGP-UC002	Choose Organization	Actor selects an organization to view from an alphabetical list of organizations; the list includes "	In progress
3	TGP-UC003	Create Employee	Actor creates a new employee in the system	In progress
4	TGP-UC004	View Manager Compliance	Actor views manager's compliance with the end date for the Performance / Potential rating deadline; only managers of the selected organization are displayed	In progress
5	TGP-UC005	Create New Period Dates	Actor creates a new rating period start and end dates	In progress
6	TGP-UC006	Edit Period End Date	Actor changes the rating period end date	In Progress
7	TGP-UC007	Create Employee Evaluation Report – The Book	Actor elects to produce a report and selects the output format of the report; the actor can view the report in HTML or create a PDF file for printing	In progress
8	TGP-UC008	View List of Employees	Actor views a list of employees for whom the actor is responsible and his or her rating status for the current rating period	In progress
9	TGP-UC009	View Performance / Potential Curve	Actor views the curve for a review period for completed Performance / Potential ratings	In progress
10	TGP-UC010	Create / Edit Employee Rating	Actor creates a new rating for an employee or edits an existing employee's rating	In progress
11	TGP-UC011	View FAQ	Actor views a list of Frequently Asked Questions about the Performance / Potential rating	In progress
12	TGP-UC012	View Glossary	Actor views a glossary of common words used in the Performance / Potential rating	In progress
13	TGP-UC013	View Disclaimer	Actor views a disclaimer regarding the Performance / Potential rating	In progress

Reference Number	Use Case ID	Use Case Name	Description	Status
14	TGP-UC014	Provide Feedback	Actor submits feedback on the TAAD web site and process	In progress
15	TGP-UC015	Log Out	Actor elects to end his or her current session and log out of the TAAD application	In progress
16	TGP-UC016	View Help	Actor views help information if the actor have forgotten his or her username or password	In progress
17	TGP-UC017	Forgot User Password	Actor forgets his or her password and requests the password be e-mailed to him or her	In progress
18	TGP-UC018	Edit Employee	Actor edits the information for an employee	In Progress
19	TGP-UC019	Terminate Employee	Actor terminates an employee	In Progress
20	TGP-UC020	Print Employee Report	Actor prints a report for an employee for whom he or she is responsible	In Progress
21	TGP-UC021	Print Organization Employee Report	Actor prints a report for an organization	In Progress
22	TGP-UC022	Submit Ratings	Actor submits completed ratings	In Progress
23	TGP-UC023	Add Organization / Division	Actor adds a new organization or division to the system	In Progress
24	TGP-UC024	Edit Organization / Division	Actor edits the information for an existing organization or division	In Progress
25	TGP-UC025	Inactivate Organization / Division	Actor inactivates an organization or division from active use	In Progress
26	TGP-UC026	Gather Statistics	System collects statistical information from actor actions	In Progress
27	TGP-UC027	Edit Questions	Actor edits the text of an existing rating question	In Progress
28	TGP-UC028	Change User Password	Actor changes his or her password	In Progress
29	TGP-UC029	Display Rating Summary	A Rating Summary Grid and scattergram graph are created and displayed	In Progress
30	TGP-UC029	View Organizational List of Employees	Actor views a list of employees for the organization of which he or she is responsible	In Progress

## *Business Rule Catalog*

The following table outlines all of the business rules that that have been incorporated into the TAAD Global Application.

Reference Number	Rule ID	Business Rule Name	Description	Status
1	TGP-B1		An employee or manager can belong to multiple organizations.	
2	TGP-B2		Multiple managers can manage an employee. A manager can manage multiple employees.	
3	TGP-B3		organizations are grouped by region. An organization belongs to only one region, which is determined by the location of its head office.	
4	TGP-B4		Each organization has its own set of employee titles. Each organization title maps one to one (and only one) employee title.	
5	TGP-B5		A rating is composed of 10 performance, one potential, and some general questions and comments. Only the performance and potential questions are used in the production of ideal curves and are mandatory.	
6	TGP-B6		Performance and potential questions can only have one answer per question. Some general questions can have multiple answers per question. Some general questions do not require an answer.	
7	TGP-B7		An actor can be a Manager and an Administrator.	
8	TGP-B8		To be considered compliant, a manager must complete a Performance / Potential rating for all of the employees that he or she is responsible for.	
9	TGP-B9		The end date for a review period must be on or later than the start date for the period.	

Reference Number	Rule ID	Business Rule Name	Description	Status
10	TGP-B10		An employee or manager can only be employed once within a division. In other words, an employee cannot concurrently work for the same division twice.	
11	TGP-B11		Both Organizational and Administrators can add new employees, edit existing employee information and mark an employee as "terminated."	
12	TGP-B12		An organization can have multiple Organizational Administrators at any time.	
13	TGP-B13		There can be multiple Administrators at any time.	
14	TGP-B14		An Organizational Administrator can be responsible for more than one organization.	
15	TGP-B15		A manager or employee can be the Organizational Administrator for an organization of which he or she is not an employee.	
16	TGP-B16		A manager can belong to more than one organization and can manage employees in one of the organizations but may not manage in the other organizations. In other words, an employee can manage in one organization and only be an employee in another organization.	
17	TGP-B17		A manager can belong to more than one division within an organization and can manage employees in one of the divisions but may not manage in the other divisions.	
18	TGP-B18		If a manager manages the same employee but in different organizations, he or she must complete a rating for the employee for each organization.	
19	TGP-B19		If a manager manages the same employee but in different divisions within the same organization, he or she must complete a rating for the employee for each division.	
20	TGP-B20		Only a Administrator can create or modify an Organizational Administrator.	

Reference Number	Rule ID	Business Rule Name	Description	Status
21	TGP-B21		If a manager who is responsible for reviewing employees terminates employment at an organization before the rating period begins, that manager cannot enter ratings for his or her employees.	
22	TGP-B22		The period start date cannot be changed once it has been set.	
23	TGP-B23		Only a Administrator can set the period start and end dates.	
24	TGP-B24		Only a Administrator can modify the period end date.	
25	TGP-B25		Periods cannot overlap.	
26	TGP-B26		A manager can only view information for and rate employees that he or she manages.	
27	TGP-B27		An organization cannot be inactivated if there are active divisions for that organization.	
28	TGP-B28		A division cannot be inactivated if there are active employees for that division.	
29	TGP-B29		Passwords must contain at least four characters.	
30	TGP-B30		An organization may or may not have an Organizational Administrator associated with it.	
31	TGP-B31		Non-submitted reviews done by a terminated manager are not considered complete and will not be used in the Performance/Potential calculations.	
32	TGP-B32		Submitted reviews done by a terminated manager will be considered complete and will be used in the Performance/Potential calculations.	
33	TGP-B33		Managers cannot input ratings before the start date of a period or after the end date of a period.	
34	TGP-B34		A manager cannot change employee ratings after the period end date.	
35	TGP-B35		A manager cannot change employee ratings after submitting the ratings.	



## Use Cases

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This section provides the detailed use cases that describe the functionality for the TAAD application and covers these topics:

- Login
- Choose Organization
- Create Employee
- View Manager Compliance
- Create New Period Dates
- Edit Period End Date
- Create Employee Evaluation Report — The Book
- View List of Employees
- View Performance / Potential Curve
- Create / Edit Employee Rating
- View FAQ
- View Glossary
- View Disclaimer
- Provide Feedback
- Log Out
- View Help
- Forgot User Password
- Edit Employee
- Terminate Employee
- Print Employee Report
- Print Organization Employee Report
- Submit Ratings
- Add Organization / Division
- Edit Organization / Division
- Inactivate Organization / Division
- Gather Statistics
- Edit Question
- Change User Password
- Display Rating Summary
- View Organizational List of Employees

## Login

Use Case Name:	Login	Use Case ID:	TGP-UC001	Version:	0.1
Description:	Actor gains access to the system by entering identification information and passing an authentication test				
Referenced Artifacts:		Actors:	<ul style="list-style-type: none"> <li>▪ Administrator</li> <li>▪ Organizational Administrator</li> <li>▪ Manager</li> <li>▪ Employee</li> </ul>		
Pre-Conditions:	Actor is not logged in	Post-Conditions:	Actor is logged in		
Trigger:	Actor elects to login	Issues:	There should be no length limit on the User ID (there should be no truncation)		
Comments:	<ul style="list-style-type: none"> <li>▪ The system will not limit the number of invalid login attempts made by the actor</li> <li>▪ The system should only display one login, which will be used by administrators and managers, the system will determine the role</li> </ul>				
<b>Ideal Course of Action:</b>					
Step	Actor Action	System Action	Reference		
1		System requests the actor's username and password			
2	Actor supplies username and password				
3		System validates the username and password			
4		System determines the actor's role from the username and password	TGP-B7		
5		System displays the appropriate home page based on the actor's role			
6		System turns on SSL encryption			
<b>Alternate Course of Action:</b>					
Step	Actor Action	System Action	Reference		
<b>Error Conditions and Exceptions:</b>					
Step	Actor Action	System Action	Reference		
3a		System cannot validate the supplied username and password			
3b		System informs Actor that the supplied username, password, or both were incorrect			
3c	Actor elects to re-attempt the log in by retyping his or her username and password				

## Choose Organization

Use Case Name:	Choose Organization	Use Case ID:	TGP-UC002	Version:	0.1
Description:	Actor selects an organization from an alphabetical list of organizations. The list includes " " and "All Organizations"				
Referenced Artifacts:		Actors:	<ul style="list-style-type: none"> <li>▪ Administrator</li> <li>▪ Organizational Administrator</li> </ul>		
Pre-Conditions:	Actor is logged in	Post-Conditions:	The Actor has selected an Organization		
Trigger:	Actor elects to perform an operation that requires an Organization to be selected	Issues:			
Comments:	<ul style="list-style-type: none"> <li>▪ " " denotes the parent company and it's employees</li> <li>▪ "All Organizations" is the equivalent of selecting all News Corporation organizations including the parent company</li> </ul>				
Ideal Course of Action:					
Step	Actor Action	System Action	Reference		
1		System displays a list of News Corporation organizations that the actor is responsible for in alphabetical order. <ul style="list-style-type: none"> <li>▪ Administrator can select any organization including: <ul style="list-style-type: none"> <li>▪ All Organizations</li> </ul> </li> </ul>			
2	Actor selects a single entry from the list				
3		System records the Actor's selection of Organization			
Alternate Course of Action:					
Step	Actor Action	System Action	Reference		
Error Conditions and Exceptions:					
Step	Actor Action	System Action	Reference		

## Create Employee

Use Case Name:	Create Employee	Use Case ID:	TGP-UC003	Version:	0.1
Description:	The actor creates an employee record in the TAAD application				
Referenced Artifacts:		Actors:	<ul style="list-style-type: none"> <li>▪ Administrator</li> <li>▪ Organizational Administrator</li> </ul>		
Pre-Conditions:	<ul style="list-style-type: none"> <li>▪ Actor is logged in</li> <li>▪ Employee does not exist in TAAD</li> </ul>		Post-Conditions:	Employee is created within TAAD	
Trigger:	or Organizational Administrator elects to create an employee in TAAD		Issues:	Does Administrator want to store the Employee's middle name?	
Comments:	If an organizational administrator is adding an employee, the administrator can only add the employee to organizations that he/she administrates. If the employee is also being added to an organization that the administrator does not administrate, the Administrator will have to add the employee to the second organization.				
<b>Ideal Course of Action:</b>					
Step	Actor Action	System Action		Reference	
1		System displays the Add Employee form			
2	Actor completes the registration form and selects Submit: <ul style="list-style-type: none"> <li>▪ Last Name</li> <li>▪ First Name</li> <li>▪ Sex</li> <li>▪ Employee Role (Drop Down)                             <ul style="list-style-type: none"> <li>▪ Administrator</li> <li>▪ Organizational Administrator</li> <li>▪ Employee</li> </ul> </li> <li>▪ Employee Organization Title (Drop down)</li> <li>▪ Organization Name (Multi Select Drop Down)</li> <li>▪ Organization ID</li> <li>▪ Division (Multi Select Drop Down)</li> <li>▪ Location (Drop down)</li> <li>▪ Office Telephone Number (all categories - country code, area code, telephone number)</li> <li>▪ Managers Name (Multi Select Drop down)</li> <li>▪ Languages Spoken (Multi-select drop down)</li> <li>▪ Areas for Relocation (Multi-select drop down):                             <ul style="list-style-type: none"> <li>▪ All Areas</li> <li>▪ Beijing</li> <li>▪ East Coast of US</li> </ul> </li> </ul>			TGP-B1 TGP-B2	

	<ul style="list-style-type: none"> <li>▪ Hong Kong</li> <li>▪ India</li> <li>▪ None</li> <li>▪ Sydney</li> <li>▪ West Coast of US</li> <li>▪ Areas of Expertise             <ul style="list-style-type: none"> <li>▪ Casting</li> <li>▪ Finance                 <ul style="list-style-type: none"> <li>▪ A/P</li> <li>▪ A/R</li> <li>▪ Auditing</li> <li>▪ Reporting</li> </ul> </li> <li>▪ Human Resources                 <ul style="list-style-type: none"> <li>▪ Benefits</li> <li>▪ Employee Relations</li> <li>▪ Payroll</li> <li>▪ Recruiting</li> </ul> </li> <li>▪ Information Technology</li> <li>▪ Legal</li> <li>▪ Marketing                 <ul style="list-style-type: none"> <li>▪ Advertising</li> <li>▪ Corporate Communications</li> <li>▪ Marketing</li> <li>▪ Public Relations</li> <li>▪ Sales</li> </ul> </li> <li>▪ Production                 <ul style="list-style-type: none"> <li>▪ Film</li> <li>▪ Newspaper</li> <li>▪ Print</li> </ul> </li> <li>▪ Training and Development</li> <li>▪ Operations                 <ul style="list-style-type: none"> <li>▪ Newspaper</li> <li>▪ Production Camera</li> <li>▪ Studio Operations</li> <li>▪ Television Operations</li> </ul> </li> </ul> </li> <li>▪ Email address</li> <li>▪ User ID</li> <li>▪ Resume Link (URL)</li> </ul>		
3		System validates the data entered	
4		System displays "Thank you! <Employee Name> has been created"	
5		System automatically e-mails password to the employee just created	
<b>Alternate Course of Action:</b>			
<b>Step</b>	<b>Actor Action</b>	<b>System Action</b>	<b>Reference</b>
3a		System displays the Add Employee Form with the incorrect data highlighted	

3b	Actor corrects data and selects submit		
<b>Step</b>	<b>Actor Action</b>	<b>System Action</b>	<b>Reference</b>
4a		If an Organizational Administrator created the employee, system automatically creates an e-mail containing the information and sends it to the NewsCorp Administrator	
<b>Error Conditions and Exceptions:</b>			
<b>Step</b>	<b>Actor Action</b>	<b>System Action</b>	<b>Reference</b>

## Appendix A: Performance/Potential Rating Definitions

The grid below outlines the definitions.

supplied performance and potential rating

Performance	100	<p><b>Skill Mastery/Limited</b> (11)</p> <p>Has mastered most if not all aspects of the job but personal preferences and/or behaviors minimize movement.</p>	<p><b>Skill Mastery/Limited</b> (9)</p> <p>Has mastered most if not all aspects of the current role. Is capable of performing effectively in different roles of similar managerial scope. Great value in training others, start-ups and turnarounds. Personal situation or preferences minimizes movement.</p>	<p><b>Distinguished Contributor/Deployable</b> (3)</p> <p>Has mastered most aspects of current role; ready for broader assignment at current layer. Development should focus on skills for next assignment. May be ready for future deployment after larger assignment at the same layer.</p>	<p><b>Distinguished Contributor/Deployable</b> (1)</p> <p>READY FOR DEPLOYMENT IN NEW/LARGER ASSIGNMENT IN OTHER COMPANIES. Has mastered most if not all aspects of current role. Employees are at risk of leaving if appropriate assignment is not found soon.</p>
	75	<p><b>Skill Mastery/Limited</b> (12)</p> <p>Meets the performance standards for current role. Capable of performing another role but preferences and/or behaviors minimized movement.</p>	<p><b>Skill Mastery/Limited</b> (10)</p> <p>Meets the performance standards for the current role. Is probably capable of performing effectively in another role of similar scope. Should be coached for higher performance to retire level. Personal situation or preferences minimized movement.</p>	<p><b>Distinguished Contributor/Deployable</b> (4)</p> <p>Meets the performance standards for the current role. Could assume broader assignment within the current organizational layer. Should be challenged to increase performance.</p>	<p><b>Distinguished Contributor/Deployable</b> (2)</p> <p>Exceeds performance standards for current position; demonstrates the capacity to be deployed NOW or WITHIN SIX MONTHS. Should be managed to maximum performance in current role and considered for higher assignment.</p>
	50	<p><b>Needs Improvement/Low</b> (15)</p> <p>Performance falls short. Requires performance improvement plan or exit strategy.</p>	<p><b>Needs Improvement/Low</b> (13)</p> <p>Performance falls short. Provided business results are not being jeopardized, a performance improvement plan should be implemented. Determine if employee has willingness and ability to reach and sustain higher performance levels.</p>	<p><b>Developing Excellence/Growth</b> (7)</p> <p>Performs fully or exceptional in some dimensions but shows deficiencies in others. Gaps may result from lack of mastery of new tasks. Should be coached to distinguished performance in 1 year. If unable to respond, the employee should be removed from this position to a more compatible position.</p>	<p><b>Developing Excellence/Growth</b> (5)</p> <p>Promoted within the last six months, formerly performed in distinguished contributor or developing excellence category. Must be coached to reach full performance ASAP. Performance should be monitored for support due to new circumstances.</p>
	25	<p><b>Needs Improvement/Low</b> (16)</p> <p>Exit Strategy</p>	<p><b>Needs Improvement/Low</b> (14)</p> <p>Performance falls short. Has not demonstrated ability or willingness to improve. Develop exit strategy.</p>	<p><b>Developing Excellence/Growth</b> (8)</p> <p>If coaching does not result in higher level performance in six months, the individual should be removed from this position to a position of lesser responsibility.</p>	<p><b>Developing Excellence/Growth</b> (6)</p> <p>May have performed distinguished or developing excellence in recent past. Sudden change in performance may be due to demands of new position or a personal situation, job fit or an organizational issue. Requires coaching for development, deployment or exit.</p>
	0	25	50	75	100
		<b>Potential</b>			

## Appendix B: Additional Functional Requirements

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would like to have administration tools to allow the Administrator or the web master to add, edit, and remove information in the following areas without having to involve Digital Boardwalk:

- Frequently Asked Questions
- Glossary
- Help
- Disclaimer

## Appendix C: Non-Functional Requirements

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\_\_\_\_\_ has identified the following non-functional requirements for the global rollout of TAAD:

- Browser Support
- Third Party Reporting Tools

### *Browser Support*

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Not all \_\_\_\_\_ organizations are running newer versions of Internet browsers. The global application must provide support for older Internet Explorer and Netscape browser versions on the PC as well as the Macintosh.

### *3rd Party Reporting Tools*

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\_\_\_\_\_ must have the ability to access the data contained within the TAAD application for creating ad hoc reports and analyzing the data with third party tools. Only the \_\_\_\_\_ Administrator or designate will have the authority to use these kinds of tools on the TAAD information. Some examples of the required information are:

- Comparative analysis
- Tracking of employee movement throughout the \_\_\_\_\_ organization
- Recipient organizations of high potential employees
- Creating ad hoc reports

Potential tools include:

- Microsoft Access
- Microsoft Excel

## Appendix D: Documentation Requirements

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has identified the following general documentation requirements for the global rollout of the TAAD application:

- All documentation regarding the TAAD Global Application must contain the TAAD name and logo along with the name and logo.
- No documentation that will be distributed to organizations should have any references to Digital Boardwalk. Digital Boardwalk branding is confusing to employees.
- requires easy to use sheets that tell users exactly what to do to use the system so that on-site support is minimized during the rollout.
- would like to have a written explanation about cookies and the information being capture by the system to distribute to employees. They have concerns that employees will be concerned about privacy and information collection.
- Users must be informed to enable the audio on their systems. This should be included along in the documentation that is sent out to users to set up their systems.
- Managers must be informed to check the accuracy of the list of employees they are to review. Any errors should be reported to the Organizational Administrator (if one exists for the organization) or the Administrator. The list should be checked for:
  - All employees who are to be rated appear in the list:
    - A new employee who is not in the list
    - An employee who has moved and no longer reports to this manager
    - An employee has left the company
  - All employee information is correct (i.e. spelling, accuracy).
- Due to the variation in employee training and Internet/computer experience, the training documentation and manuals must list most of the errors that the user is likely to see. This includes browser errors, which are not generated by the TAAD application.

## Appendix E: Look and Feel Requirements

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has identified the following look and feel requirements for the global rollout of the TAAD application:

- TAAD Name and Logo
- Bullet Items in Questions
- Performance Dimension Titles
- Number of Questions on Each Page
- New Potential Question
- Rules for Graphs
- Single Log In Block
- Error Messages
- Version of Disclaimer
- Feedback Form
- Log Out
- Manager's List
- Rating Summary Grid
- Dynamically Display Performance/Potential Curve

### *TAAD Name and Logo*

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requires that in addition to the name and logo in the header, the full Talent Acquisition, Appraisal and Deployment name appear along with the TAAD logo that has been supplied to Digital Boardwalk.

### *Bullet Items in Questions*

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requires that the items for each question be bulleted. will supply new text for the existing questions as well.

## *Performance Dimension Titles*

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requires that the Performance Dimension (score) titles be changed. will supply the new titles to Digital Boardwalk.

## *Number of Questions on Each Page*

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Currently, the pilot application displays one question per page. requires that multiple questions be grouped on a single page to reduce the amount of paging through the questions that must be done. would prefer all ten of the performance questions on the same page if possible.

**Note:** *This issue is mainly due to performance problems encountered during the pilot. If the performance issues can be addressed, this may not be an issue for the global rollout.*

### Issue

Digital Boardwalk is concerned that the system does not save the answers to questions until the user presses “next” or “prev.” If there are too many questions on a page and the connection is lost, information may not get saved to the database in the event of a timeout or disconnect. indicated that it might be acceptable to have three or four questions per page rather than all ten if this would help eliminate this issue.

## *New Potential Question*

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requires that the Potential Question be made more granular. To accomplish this, the Potential Question will be expanded to have five choices rather than the current four, which are:

- Low Potential            0 – 25
- Limited Potential        26 – 50
- Growth Potential        51 – 75
- Deployable Potential    76 – 100.

will provide the label for the fifth choice.

## *Rules for Graphs*

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requires that all graphs, printed or displayed conform to the following rules:

- The vertical (North/South, or *y*) axis will represent Performance
- The horizontal (East/West, or *x*) axis will represent Potential
- Data points on scattergram graphs must be displayed with the name of the employee represented by the point.

## *Single Log In Block*

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requires that instead of a dual log in blocks on the log in screen, only one block should be displayed and the system should determine whether the employee is an Administrator or a Manager, and behave accordingly.

## *Error Messages*

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requires that error messages have the following characteristics:

- Be easy to understand by non-technical staff and provide clear directions on what has occurred and how to resolve it
- Incorporate an acceptable level of humor in error messages so that they are less serious sounding.

## *New Version of Disclaimer*

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requires that the Disclaimer information be changed.  
will supply the new Disclaimer text to Digital Boardwalk.

## *Feedback Form*

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requires the following changes to the Feedback Form:

- Name the form something other than “Feedback”. will supply the new name for the form
- Remove the following fields from the form:
  - Your Name
  - Your E-Mail Address
- Add a Subject Line to the form with a drop down list of subjects.

## *Log Out*

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requires that the Log Out button be displayed more prominently and closer to the upper right corner of the page near the “X” so that users will remember to log out rather than just closing the window.

## *Manager’s List*

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The manager’s list will have the following features:

- Employees with Multiple Evaluations
- Instructions to Manager
- Link to Employee’s Resume

### **Employees with Multiple Evaluations**

requires that there be a visual indication on the Manager’s List for all employees who require multiple evaluations. These employees work for more than one organization or division.

### **Instructions to Manager**

requires that the system display an instruction to the manager to check his or her list of employees and ensure that it is complete and accurate. The manager should also be asked to inform the organizational administrator if there are any errors.

## Link to Employee's Resume

requires that for each employee in the Manager's List, a link be available to take the Manager or Administrator to the employee's resume and other information, which will be stored in a system outside of TAAD. The actor should not be taken out of the TAAD application but the resume should be launched in a separate instance of the browser.

will supply the necessary link information.

## *Rating Summary Grid*

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requires that the Rating Summary Grid display not only the name of the individual but that the grid also more accurately display the employee's relative scoring to the other employees in the grid.

also requires a scattergram graph be displayed along after the Summary Grid. The points on the scattergram must be labeled to identify the employee being represented.

## *Dynamically Display Performance/Potential Curve*

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requires that the system display the Performance/Potential curve and the ideal curve to the manager as he or she is rating employees. This will allow the manager to graphically see the results of his or her ratings during the rating process.