

Business Requirements Document — Digital Leave and Business Trip Approval

Business Requirements Document

Document Purpose

This Business Requirements Document establishes the initial business-requirement baseline for replacing paper- and e-mail-based approval of employee leave and business-trip requests.

It is intended for review and governance by the business owner, business analyst, product owner, delivery team, quality assurance, employees, managers, HR, and payroll stakeholders. The governed subject is the business capability for submitting, approving, reviewing, and exporting leave and business-trip information.

Included in this baseline are the stated needs for:

- Employee request submission through web and mobile channels.
- Manager approval using one click.
- HR visibility through an overview.
- Export of information to the payroll system.
- Support for a company of 300 employees across 3 branches.

Business context, scope boundaries, stakeholder accountability, business priorities, detailed rules, data definitions, process controls, service expectations, acceptance authorities, and approvals are **TBD — business context, scope, stakeholder, business-needs, policy, and approval inputs are required.**

Business Context and Objectives

The supplied brief identifies a current situation in which leave and business-trip approvals are handled using paper and e-mail. The desired business outcome is to replace this approach with a process supporting web and mobile requests, one-click manager approval, HR overview, and payroll-system export.

The affected organizational context is a company with 300 employees across 3 branches. The specific legal, policy, operational, payroll, and organizational drivers are **TBD — approved business-context and objective inputs are required.**

Objectives

Objective ID	Objective	Evidence	Status
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Objective ID	Objective	Evidence	Status
O-01	Replace paper- and e-mail-based approval of leave and business trips.	Request brief	Confirmed as a stated objective
O-02	Enable employees to submit leave and business-trip requests through web and mobile channels.	Request brief	Confirmed as a stated desired capability
O-03	Enable managers to approve requests with one click.	Request brief	Confirmed as a stated desired capability
O-04	Provide HR with an overview of relevant requests and enable export to the payroll system.	Request brief	Confirmed as a stated desired capability

Current-state measures, target outcomes, success measures, implementation timing, and objective priorities are **TBD — approved objective definitions and baseline measures are required.**

Scope

The scope is partially defined by the request brief.

Included

- Leave requests.
- Business-trip requests.
- Employee submission through web.
- Employee submission through mobile.
- Manager approval using one click.
- HR overview of requests.
- Export to the payroll system.
- The company population of 300 employees across 3 branches, subject to confirmation of applicability.

Excluded or Not Yet Defined

- Specific leave and business-trip categories.
- Eligibility rules and approval routing.
- Delegation, escalation, rejection, cancellation, and amendment handling.
- Detailed payroll interface scope and export format.
- User authentication and authorization arrangements.

- Notifications and reminders.
- Reporting beyond the HR overview.
- Historical-data migration.
- Branch-specific process variations.
- Technical architecture and implementation mechanisms.

These exclusions are not confirmed permanent exclusions; they are **TBD — an approved scope definition is required.**

Interfaces with the payroll system are within the stated business scope, but the data boundary, timing, ownership, and export responsibilities are **TBD — payroll-interface requirements are required.**

The authority to approve scope changes is **TBD — an accountable business owner or decision authority must be identified.** Dependencies that may change the scope include payroll-system capabilities, company policies, branch practices, and approval rules; details are **TBD — dependency and policy inputs are required.**

Stakeholders and Users

The following parties are explicitly identified or directly named in the supplied brief. Their detailed responsibilities and decision rights require confirmation.

- **Employees:** Expected users who submit leave and business-trip requests through web and mobile. Their detailed needs, consultation role, and acceptance involvement are **TBD — stakeholder input is required.**
- **Managers:** Expected approvers who approve requests with one click. Their approval authority, delegation arrangements, and acceptance role are **TBD — stakeholder and approval-authority inputs are required.**
- **HR:** Expected users who view an overview and export information to the payroll system. HR ownership of data, process rules, and acceptance is **TBD — HR stakeholder input is required.**
- **Payroll system or payroll function:** Downstream consumer of exported information. Interface ownership, data requirements, and acceptance responsibility are **TBD — payroll stakeholder input is required.**
- **Business owner:** Required to confirm objectives, scope, priorities, and approvals. Identity and authority are **TBD — governance input is required.**
- **Business analyst, product owner, delivery team, and quality assurance:** Intended consumers or contributors to the requirements baseline. Their specific responsibilities are **TBD — governance and delivery-role inputs are required.**

Stakeholder influence on business rules, scope decisions, acceptance, and traceability is **TBD — stakeholder map and decision-rights information are required.**

Business Needs

The detailed business-needs input was not supplied. The following need is therefore recorded as unresolved rather than confirmed:

- **BN-01 — Reduce reliance on paper and e-mail for leave and business-trip approval by supporting a consolidated digital request and approval capability.**

Beneficiary: employees, managers, HR, and the payroll-related process. Priority: **TBD — prioritization criteria or stakeholder assessment is required.** Source: request brief. Status: **Unresolved — formal business-needs input is required.**

The web, mobile, one-click approval, HR overview, and payroll export are stated desired capabilities. They are treated as candidate business capabilities linked to the stated objective, not as evidence of an independently approved business-needs baseline.

Conflicting, duplicate, or additional business needs are **TBD — elicitation records and approved business-needs input are required.**

Business Requirements

The following requirements are derived only from capabilities explicitly stated in the request brief. Their formal approval, priority, and complete acceptance thresholds remain unresolved.

Requirement Id	Requirement	Rationale	Priority	Source	Acceptance	Status
BR-001	The business capability shall allow an employee to submit a leave request through a web channel.	Supports replacement of paper and e-mail submission.	TBD — prioritization input required	Request brief	An authorized employee can submit a leave request through the web channel; detailed scenario, fields, and threshold are TBD — acceptance input required.	Proposed from stated brief

Requirement Id	Requirement	Rationale	Priority	Source	Acceptance	Status
BR-002	The business capability shall allow an employee to submit a business-trip request through a web channel.	Supports replacement of paper and e-mail submission.	TBD — prioritization input required	Request brief	An authorized employee can submit a business-trip request through the web channel; detailed scenario, fields, and threshold are TBD — acceptance input required.	Proposed from stated brief
BR-003	The business capability shall allow an employee to submit a leave request through a mobile channel.	Supports the stated mobile-request objective.	TBD — prioritization input required	Request brief	An authorized employee can submit a leave request through the mobile channel; detailed scenario, fields, and threshold are TBD — acceptance input required.	Proposed from stated brief

Requirement Id	Requirement	Rationale	Priority	Source	Acceptance	Status
BR-004	The business capability shall allow an employee to submit a business-trip request through a mobile channel.	Supports the stated mobile-request objective.	TBD — prioritization input required	Request brief	An authorized employee can submit a business-trip request through the mobile channel; detailed scenario, fields, and threshold are TBD — acceptance input required.	Proposed from stated brief
BR-005	The business capability shall allow a manager to approve a leave request with one click.	Supports the stated simplified approval objective.	TBD — prioritization input required	Request brief	A manager can approve an eligible leave request using the defined one-click action; eligibility, authorization, and measurable threshold are TBD — rule and acceptance inputs required.	Proposed from stated brief

Requirement Id	Requirement	Rationale	Priority	Source	Acceptance	Status
BR-006	The business capability shall allow a manager to approve a business-trip request with one click.	Supports the stated simplified approval objective.	TBD — prioritization input required	Request brief	A manager can approve an eligible business-trip request using the defined one-click action; eligibility, authorization, and measurable threshold are TBD — rule and acceptance inputs required.	Proposed from stated brief
BR-007	The business capability shall provide HR with an overview of leave and business-trip requests.	Supports HR visibility over the stated processes.	TBD — prioritization input required	Request brief	HR can view the required overview of leave and business-trip requests; content, filters, status coverage, and threshold are TBD — HR and acceptance inputs required.	Proposed from stated brief

Requirement Id	Requirement	Rationale	Priority	Source	Acceptance	Status
BR-008	The business capability shall support export of relevant information to the payroll system.	Supports transfer of information to payroll.	TBD — prioritization input required	Request brief	The defined payroll information can be exported in the agreed manner; data content, format, frequency, error handling, and threshold are TBD — payroll-interface inputs required.	Proposed from stated brief

Duplication, conflicts, formal priority, and approval status require **TBD — controlled requirements review and stakeholder decisions are required.**

Business Rules

No approved business rules were supplied. The table records the rule areas that must be defined without presenting them as operative rules.

Rule Id	Rule	Trigger	Outcome	Owner	Source	Status
RULE-001	Eligibility to submit leave requests is TBD — leave-policy input required.	Employee initiates a leave request.	The request is accepted or rejected according to an approved eligibility rule.	TBD — accountable policy owner required	No supplied rule; request brief only	Unresolved

Rule Id	Rule	Trigger	Outcome	Owner	Source	Status
RULE-002	Eligibility to submit business-trip requests is TBD — travel-policy input required.	Employee initiates a business-trip request.	The request is accepted or rejected according to an approved eligibility rule.	TBD — accountable policy owner required	No supplied rule; request brief only	Unresolved
RULE-003	The manager authorized to approve a request is TBD — organizational and approval-routing input required.	A request is submitted.	The request is presented to the authorized manager.	TBD — accountable process owner required	No supplied rule; request brief only	Unresolved
RULE-004	The conditions under which one-click approval is permitted are TBD — approval-control input required.	A manager initiates approval.	The request is approved or remains unresolved according to the approved conditions.	TBD — accountable process owner required	No supplied rule; request brief only	Unresolved
RULE-005	The information eligible for payroll export is TBD — payroll-interface and policy input required.	HR initiates or schedules an export.	Approved information is made available to payroll according to defined rules.	TBD — payroll or HR owner required	No supplied rule; request brief only	Unresolved

Rule precedence, exceptions, rejection, cancellation, amendment, delegation, and conflict resolution are **TBD — approved business rules and policy sources are required.**

Data and Information Requirements

The brief establishes that information about leave and business-trip requests must be submitted, approved, viewed by HR, and exported to the payroll system. Detailed information definitions are not supplied.

- **INFO-001 — Leave-request information:** Content, source, quality, timeliness, retention, access, use, accountable owner, and verification basis are **TBD — leave-process and data requirements are required.**
- **INFO-002 — Business-trip-request information:** Content, source, quality, timeliness, retention, access, use, accountable owner, and verification basis are **TBD — business-trip-process and data requirements are required.**
- **INFO-003 — Approval information:** The approver identity, approval status, approval action, and related audit information are **TBD — approval-control requirements are required.**
- **INFO-004 — HR overview information:** The required records, statuses, filters, and reporting content are **TBD — HR information requirements are required.**
- **INFO-005 — Payroll-export information:** The required data elements, quality rules, export timing, retention, access, and error handling are **TBD — payroll-interface requirements are required.**

Physical schema, technology, and storage mechanisms are not defined and remain outside the supported evidence.

Process Requirements

The stated process is expected to support the following business activities:

- **PROC-001 — Request submission:** An employee submits a leave or business-trip request through web or mobile. Inputs, required information, validation, and exception behavior are **TBD — process and data requirements are required.**
- **PROC-002 — Manager approval:** A manager reviews and approves a request using one click. Authorization conditions, rejection behavior, delegation, and exception handling are **TBD — approval-process requirements are required.**
- **PROC-003 — HR overview:** HR views an overview of leave and business-trip requests. Required content, status definitions, filters, and access rules are **TBD — HR process requirements are required.**
- **PROC-004 — Payroll export:** Information is exported to the payroll system. Export trigger, actor, input, output, timing, validation, error handling, and reconciliation are **TBD — payroll-process requirements are required.**

Performance expectations, control points, audit requirements, notifications, escalation, and measurable process acceptance conditions are **TBD — approved process and service requirements are required.**

Non-Functional Business Expectations

The brief does not supply measurable business-level quality or service targets.

- **NFE-001 — Channel availability:** Web and mobile access is expected as stated, but operating conditions, availability target, and business impact are **TBD — service-level input is required.**
- **NFE-002 — Approval usability:** One-click manager approval is expected, but usability conditions and measurable acceptance threshold are **TBD — approval usability criteria are required.**
- **NFE-003 — Overview timeliness:** HR is expected to see an overview, but update timing and completeness threshold are **TBD — HR service expectations are required.**
- **NFE-004 — Export quality and timeliness:** Payroll export is expected, but accuracy, timing, completeness, and failure-handling thresholds are **TBD — payroll service expectations are required.**
- **NFE-005 — Scale:** The stated organizational context is 300 employees across 3 branches. Capacity, concurrency, and service targets are **TBD — approved non-functional requirements are required.**

No technical mechanism or formal compliance claim is established by the supplied inputs.

Assumptions, Constraints, and Dependencies

Assumptions

- The company has 300 employees across 3 branches, based on the request brief.
- Employees, managers, HR, and a payroll-related function are relevant participants, based on the stated process.
- The payroll system is an external or downstream dependency, but its interface capabilities are **TBD — payroll-system information is required.**
- The current paper- and e-mail-based process is the baseline to be replaced, but current-state details and measures are **TBD — current-state assessment is required.**

Constraints

- The stated organizational context comprises 300 employees and 3 branches.
- The solution must support web and mobile employee requests and one-click manager approval, as stated in the brief.
- Additional policy, regulatory, technical, budgetary, timing, or branch-specific constraints are **TBD — constraint evidence is required.**

Dependencies

- **DEP-001:** Payroll-system export capability and agreed interface requirements. Provider, timing, and impact are **TBD — payroll-interface owner and dependency plan are required.**
- **DEP-002:** Approved leave and business-trip policies and approval rules. Provider, timing, and impact are **TBD — policy owners and policy inputs are required.**
- **DEP-003:** Stakeholder decisions on scope, priorities, and acceptance. Provider, timing, and impact are **TBD — governance inputs are required.**

Affected requirements include BR-001 through BR-008. Confirmed commitments, dependency dates, and authorization for changes are **TBD — approved baseline and delivery evidence are required.**

Acceptance Criteria

Acceptance conditions cannot be finalized because business rules, measurable thresholds, data definitions, and accepting authorities were not supplied.

Criterion Id	Requirement	Business Scenario	Expected Result	Threshold	Accepting Authority	Source	Status
AC-001	BR-001	An employee submits a leave request through web.	The request is recorded for the approval process.	TBD — leave-request acceptance threshold required	TBD — acceptance authority required	Request brief	Incomplete
AC-002	BR-002	An employee submits a business-trip request through web.	The request is recorded for the approval process.	TBD — business-trip acceptance threshold required	TBD — acceptance authority required	Request brief	Incomplete
AC-003	BR-003	An employee submits a leave request through mobile.	The request is recorded for the approval process.	TBD — mobile acceptance threshold required	TBD — acceptance authority required	Request brief	Incomplete

Criterion Id	Requirement	Business Scenario	Expected Result	Threshold	Accepting Authority	Source	Status
AC-004	BR-004	An employee submits a business-trip request through mobile.	The request is recorded for the approval process.	TBD — mobile acceptance threshold required	TBD — acceptance authority required	Request brief	Incomplete
AC-005	BR-005	An authorized manager approves a leave request.	The request is approved through the defined one-click action.	TBD — authorization and usability threshold required	TBD — acceptance authority required	Request brief	Incomplete
AC-006	BR-006	An authorized manager approves a business-trip request.	The request is approved through the defined one-click action.	TBD — authorization and usability threshold required	TBD — acceptance authority required	Request brief	Incomplete
AC-007	BR-007	HR reviews leave and business-trip requests.	HR can view the required overview.	TBD — overview content and timeliness threshold required	TBD — HR acceptance authority required	Request brief	Incomplete
AC-008	BR-008	HR exports relevant information to payroll.	The agreed information is made available to the payroll system.	TBD — export content, format, and timing threshold required	TBD — payroll acceptance authority required	Request brief	Incomplete

Execution results, acceptance decisions, and formal approval are **TBD — approved test evidence**

and acceptance records are required.

Traceability

The traceability matrix links the stated objective and unresolved business need to the supported requirements and acceptance criteria. The source is the request brief; no extracted source text or controlled source version was supplied.

Source Id	Target Id	Relationship	Coverage Status	Evidence
O-01	BN-01	Objective informs business need	Partial — business need requires formal confirmation	Request brief
O-01	BR-001	Objective supported by requirement	Covered at stated-capability level	Request brief
O-01	BR-002	Objective supported by requirement	Covered at stated-capability level	Request brief
O-02	BR-003	Objective supported by requirement	Covered at stated-capability level	Request brief
O-02	BR-004	Objective supported by requirement	Covered at stated-capability level	Request brief
O-03	BR-005	Objective supported by requirement	Covered at stated-capability level	Request brief
O-03	BR-006	Objective supported by requirement	Covered at stated-capability level	Request brief
O-04	BR-007	Objective supported by requirement	Covered at stated-capability level	Request brief
O-04	BR-008	Objective supported by requirement	Covered at stated-capability level	Request brief
BR-001	AC-001	Requirement verified by acceptance criterion	Partial — threshold and authority TBD	Request brief
BR-002	AC-002	Requirement verified by acceptance criterion	Partial — threshold and authority TBD	Request brief
BR-003	AC-003	Requirement verified by acceptance criterion	Partial — threshold and authority TBD	Request brief
BR-004	AC-004	Requirement verified by acceptance criterion	Partial — threshold and authority TBD	Request brief
BR-005	AC-005	Requirement verified by acceptance criterion	Partial — rule, threshold, and authority TBD	Request brief

Source Id	Target Id	Relationship	Coverage Status	Evidence
BR-006	AC-006	Requirement verified by acceptance criterion	Partial — rule, threshold, and authority TBD	Request brief
BR-007	AC-007	Requirement verified by acceptance criterion	Partial — content, threshold, and authority TBD	Request brief
BR-008	AC-008	Requirement verified by acceptance criterion	Partial — interface, threshold, and authority TBD	Request brief

Formal source identifiers, versions, approved need links, requirement approval, duplicate analysis, and complete coverage are **TBD — controlled baseline and traceability inputs are required.**

Open Issues and Approvals

Issue Id	Issue	Impact	Owner	Due Date	Decision Needed	Status
OI-001	Business context and objectives are not supplied beyond the request brief.	Objectives, outcomes, and baseline measures cannot be fully governed.	TBD — business owner required	TBD — governance input required	Confirm and expand the objective baseline.	Open
OI-002	Scope boundaries are not defined.	Inclusion and exclusion decisions may be inconsistent.	TBD — business owner required	TBD — governance input required	Approve organizational, process, information, and interface scope.	Open
OI-003	Stakeholder roles and decision authorities are not defined.	Approval, consultation, and acceptance responsibilities are unclear.	TBD — governance input required	TBD — governance input required	Identify accountable stakeholders and decision rights.	Open

Issue Id	Issue	Impact	Owner	Due Date	Decision Needed	Status
OI-004	Formal business needs are not supplied.	Requirements cannot be fully traced to approved needs.	TBD — business owner or business analyst required	TBD — governance input required	Confirm solution-neutral business needs and priorities.	Open
OI-005	Leave and business-trip rules are not supplied.	Eligibility, routing, exceptions, and approval behavior cannot be verified.	TBD — policy owner required	TBD — policy input required	Approve the applicable business rules and exceptions.	Open
OI-006	Payroll export requirements are not defined.	Data content, interface behavior, timing, and reconciliation remain unresolved.	TBD — HR or payroll owner required	TBD — payroll-interface input required	Define and approve payroll export requirements.	Open
OI-007	Acceptance thresholds and authorities are not defined.	Requirements cannot be formally accepted or verified.	TBD — acceptance authority required	TBD — acceptance input required	Approve measurable criteria and accepting authorities.	Open
OI-008	No formal approval or baseline status was supplied.	This document cannot be treated as an approved requirements baseline.	TBD — approval authority required	TBD — approval input required	Review, approve, and baseline the document.	Open

Current approval status: **Not supplied — approval record and baseline decision are required.**