

Phase 4: Requirement Analysis Phase

Project Title: Laptop Request Catalogue Item

Platform: ServiceNow – SmartInternz Project

1. Introduction to Requirement Analysis

The Requirement Analysis Phase is one of the most crucial stages in project development. It bridges the gap between design and implementation by identifying exactly what the system must do — both from a functional and non-functional perspective.

In this phase, all user needs, business rules, and technical specifications are gathered, analyzed, and documented clearly to ensure the system performs as intended once developed.

For this project — Laptop Request Catalogue Item — the goal is to define the system requirements that will enable users to submit laptop requests, managers to approve them, and the IT team to fulfill them efficiently through ServiceNow's automation workflow.

2. Objectives of Requirement Analysis

The objectives of this phase include:

To gather and document all necessary system requirements.

To analyze functional and non-functional expectations from users and stakeholders.

To ensure the project design aligns with real-world business needs.

To avoid scope creep (unplanned changes) during development.

To establish a solid foundation for implementation and testing.

Requirement analysis ensures everyone involved — users, managers, and developers — has a shared understanding of how the system should behave.

3. Stakeholder Identification

Each stakeholder interacts with the system differently. Understanding their expectations helps define accurate requirements.

Stakeholder	Role / Responsibility	Requirements / Expectations
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Requester (Employee / Student)	Initiates the laptop request	Needs a simple form to submit requests easily.
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Manager / Approver	Reviews and approves or rejects requests	Needs automatic notifications and easy approval options.
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IT Support Team	Fulfills approved requests	Requires clear task details and delivery tracking.
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System Administrator	Configures and manages the platform	Needs control over form design, workflow, and access permissions.
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Project Mentor / Faculty	Oversees project progress	Requires documentation and reports for evaluation.
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Each requirement from these stakeholders forms the base of the project configuration.

4. Functional Requirements

These define what the system must do — the actions and processes that fulfill the business objectives.

A. Catalog Form Requirements

The system must allow users to submit laptop requests via the Service Catalog.

The form must include fields for laptop type, justification, delivery location, and manager selection.

Fields like requester name and department must be auto-populated using the logged-in user's profile.

All mandatory fields must be validated before submission.

B. Workflow Requirements

The workflow should trigger automatically when a request is submitted.

Requests must be routed to the manager for approval.

If approved, a task should be generated for the IT Support Group.

If rejected, the requester should receive an immediate notification.

Once IT fulfills the request, the status should update to Closed.

The system must record timestamps for each step (submitted, approved, fulfilled, closed).

C. Notification Requirements

The requester must receive an email confirmation upon submission.

The manager must receive a notification for pending approvals.

The requester must receive updates when the request is approved, rejected, or fulfilled.

IT team members must be notified when new fulfillment tasks are assigned.

D. Access Control Requirements

Only logged-in users can submit requests.

Managers can only view and act on requests assigned to them.

IT Support can access fulfillment tasks only.

Admins have full access to all configuration and data.

E. Reporting Requirements

The system must allow administrators to view all request records.

Reports should show total requests, approvals, rejections, and fulfillment timelines.

Data should be exportable for performance analysis.

5. Non-Functional Requirements

Non-functional requirements focus on how the system performs rather than what it does.

Category	Requirement Description
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Performance	The system should process requests within seconds; form load time < 3 seconds.
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Scalability	The design should support additional catalog items in the future.
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Reliability	Workflow must trigger accurately every time without manual intervention.
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Security	Only authorized users can access or modify records.
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Usability	The form interface should be intuitive and user-friendly.
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Availability	The ServiceNow instance should be accessible 24/7.
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Maintainability	Configuration changes should be easy without disrupting existing requests.
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These ensure the final system is not only functional but also stable and efficient.

6. System Requirements Specification (SRS)

The SRS document consolidates all requirements into a technical format that guides developers during implementation.

Hardware Requirements

System Access: Laptop or desktop with stable internet.

Browser: Latest version of Chrome, Edge, or Firefox.

Minimum RAM: 4 GB or higher (recommended 8 GB).

Software Requirements

Platform: ServiceNow Developer Instance.

Modules Used: Service Catalog, Flow Designer, Notification, Approvals.

User Roles: admin, approver, itil, requester.

Version Compatibility: Compatible with ServiceNow Tokyo or later.

7. Data Flow and Interaction Requirements

Understanding data flow is vital to ensure all components work together seamlessly.

Data Flow Sequence:

1. User fills out and submits the Laptop Request form.
2. System stores request data in the sc_req_item table.
3. Approval record generated in sys_approval_approver table.
4. If approved, task record created in sc_task table.
5. Workflow continues until the request is closed.

Interactions:

Users → Form: Provide input data.

System → Workflow: Automate approval and task creation.

Database → Users: Display status and history of requests.

This structure ensures the system follows a clear logical data path, improving traceability and auditing.

8. Requirement Validation

Before moving into development, all requirements must be verified for clarity, completeness, and feasibility.

Validation Checklist:

All user needs are captured and documented.

Requirements are technically feasible within ServiceNow.

Functional and non-functional requirements are clearly separated.

Stakeholders have reviewed and approved the final requirements list.

Requirements align with SmartInternz project goals.

Only after successful validation can the development and configuration begin confidently.

9. Expected Outcome of Requirement Analysis

At the end of this phase:

The system's functional behavior is clearly defined.

Roles and access levels are identified.

Performance and security expectations are set.

Dependencies between modules are understood.

The project is ready for development and testing phases.

This ensures the upcoming testing phase can focus purely on validating performance rather than clarifying scope.

10. Conclusion of Requirement Analysis Phase

The Requirement Analysis Phase acts as the blueprint for system development. For the Laptop Request Catalogue Item Project, it identifies all technical, functional, and operational needs, ensuring that every stakeholder's requirement is accounted for.

This phase provides complete clarity on how the ServiceNow instance should behave once implemented — from form submission to final approval. The clearly documented requirements minimize misunderstandings and form the basis for testing, ensuring a high-quality, efficient ServiceNow solution.

With the analysis complete, the project can now proceed to the Performance Testing Phase, where the configured system will be evaluated for reliability, speed, and efficiency.



Requirement Phase: Laptop Request Catalogue Item

Defining an Automated & Efficient Provisioning Process

