Business Requirement Document for Trip Management System

1. Executive Summary

1.1 Purpose

The purpose of this document is to outline the business requirements for the development of a Trip Management System.

1.2 Scope

The Trip Management System aims to streamline and enhance the process of planning, booking, and managing trips for individuals and organizations. It covers the entire lifecycle of a trip, from planning to reimbursement.

2. Business Objectives

2.1 Improve Efficiency

Automate trip planning and booking processes.

Minimize manual intervention in trip-related tasks.

2.2 Cost Optimization

Reduce travel-related expenses through efficient planning.

Provide tools for cost tracking and reporting.

2.3 Enhance User Experience

Create an intuitive and user-friendly interface for trip management.

Ensure accessibility for users with diverse technical backgrounds.

3. Stakeholders

Travelers: Individuals planning and taking trips.

Managers: Responsible for approving and managing team trips.

Administrators: Oversee system configuration and manage user accounts.

Finance Department: Responsible for budgeting and expense tracking.

4. Functional Requirements

4.1 Trip Planning

Users can input trip details, including destination, dates, and purpose.

The system suggests travel options based on user preferences and constraints.

Provide real-time travel information, such as weather and local events.

4.2 Booking

Integration with travel providers for flight, accommodation, and transportation bookings.

Ability to compare prices and choose cost-effective options.

Support for multiple booking options and preferences.

4.3 Approval Workflow

Managers can review and approve trip requests.

Automated notifications for approval status.

4.4 Expense Tracking

Users can input and categorize expenses related to the trip.

Automatic capture of receipts and integration with financial systems.

Real-time expense reports for approval and reimbursement.

4.5 Reporting

Generate reports on trip expenses, trends, and compliance.

Customizable reporting features for different stakeholders.

5. Non-functional Requirements

5.1 Performance

Response time for critical functions should be within 3 seconds.

Support concurrent users without system degradation.

5.2 Security

Ensure data encryption during transmission and storage.

Role-based access control to restrict unauthorized access.

5.3 Scalability

The system should scale to accommodate a growing number of users and data.

6. Assumptions and Constraints

Assumption: Users have access to the internet for real-time data retrieval.

Constraint: Compliance with data protection regulations.

7. Project Timeline

Define milestones and deadlines for each phase of development.

Include testing, user training, and deployment schedules.

8. Approval

Sign-off from key stakeholders indicating agreement with the outlined requirements.

9. Glossary

Include a glossary of terms used in the document for clarity.

10. Appendices

Attach any supporting documents, diagrams, or additional information.