

# Business Requirements Document (BRD)

## Document Control

| Item           | Details                         |
|----------------|---------------------------------|
| Document Title | Grading Management System – BRD |
| Version        | 1.0                             |
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| Status         | Draft                           |
| Approved By    | Business Sponsor                |

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## 1. Business Background

Schools currently record grades using a combination of manual registers and disconnected digital tools. This leads to data inconsistencies, delayed reporting, and limited visibility for parents and administrators.

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## 2. Business Problem Statement

The absence of a centralized grading system results in:

- Inaccurate grading records
  - Delayed identification of failing/low marks
  - Increased administrative workload
  - Limited transparency for parents
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### 3. Business Objectives

- Centralize grade recording across all classes
  - Improve the accuracy and timeliness of grading data
  - Enable automated notifications to parents
  - Provide administrators with data analytics
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### 4. Scope

#### In Scope

- Daily grades entry by teachers
- Parent visibility of grading records
- Automated notifications for grades falling below the defined threshold
- Gradees reporting and dashboards

#### Out of Scope

- Payroll integration
  - Student discipline management
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## 5. Stakeholders

| Stakeholder      | Role                               |
|------------------|------------------------------------|
| Teachers         | Record daily grades                |
| Students         | Grading subjects                   |
| Parents          | View grades records                |
| School Admin     | Monitor grading trends and reports |
| IT/Admin Support | System maintenance                 |

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## 6. Business Requirements

| ID    | Requirement  | Priority |
|-------|--|----------|
| BR-01 | Teachers must record grades for each class daily                       | High     |
| BR-02 | Parents must be able to view grades                                    | High     |
| BR-03 | System must notify parents when a grade is below the defined threshold | High     |
| BR-04 | Admins must access grades reports and trends                           | Medium   |
| BR-05 | Grading data must be stored securely                                   | High     |

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## 7. Assumptions

- All users have system accounts
  - Teachers record grades daily by the end of the school day.
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## 8. Constraints

- Must comply with data protection policies
  - Must function on web and mobile platforms
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## 9. Success Metrics

- 95% grades submitted daily
  - Reduction in manual grading corrections
  - Improved parent satisfaction (survey-based)
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