

Business Requirements Document (BRD)

Document Control

Item	Details
Document Title	Grading Management System – BRD
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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.

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

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

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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