

Requirements Traceability Matrix (RTM)

Project: Retail Operations Backoffice (Hệ thống quản lý bán hàng) — Multi-branch (nhiều chi nhánh)

Source docs: UC Descriptions (DOCX, Vietnamese — “VI source”) + module diagrams (UC / Sequence / Activity)

Version: 0.2 (English-first, aligned to locked policies)

Owner: Business Analyst

Date: 2026-01-19

1) Purpose

Provide end-to-end traceability from:

- Functional Requirements (FR)
- Use Case modules (VI source)
- Business Rules (BR)
- Decision Tables (DT)
- UAT test cases (TC)

This supports auditability and shows BA rigor to recruiters.

2) References

Documents in this project:

- Requirements spec: IIBA_Requirements_Scope_and_NFRs
- Stakeholders + RACI: IIBA_Stakeholder_Engagement_Approach_and_RACI
- Business rules + decision tables: IIBA_Business_Rules_and_Decision_Tables
- UAT mini pack: IIBA_UAT_Test_Cases

3) Traceability table (sample baseline)

Note: UC module names are kept in Vietnamese for alignment with VI source.

FR ID	FR summary	UC module (VI)	Related BR/DT	UAT TC IDs
FR-SALES-001	Create sales invoice with branch/user/timestamp and totals	Bán hàng	BR-INV-001	TC-SALES-001, TC-AUD-001
FR-SALES-002	Apply promotions and record selected promotion	Quản lý khuyến mại; Bán hàng	BR-PROMO-001, BR-PROMO-002; DT-PROMO-001	TC-PROMO-001, TC-PROMO-002
FR-INV-001	Record receiving and increase branch stock	Nhập hàng	BR-INV-001	TC-INV-REC-001
FR-INV-002	Stocktake sessions with lifecycle	Kiểm kho	BR-INV-003	TC-STK-001
FR-INV-003	Adjust stock after stocktake with reason + approval	Kiểm kho	BR-INV-003, BR-INV-005	TC-STK-002, TC-AUD-002
FR-INV-004	Write-off with reason codes and approval	Xuất hủy	BR-INV-004, BR-INV-005	TC-WO-001, TC-WO-002
FR-TRF-001	Create transfer order between branches	Chuyển hàng	BR-TRF-001	TC-TRF-001
FR-TRF-002	Dispatch transfer and decrease stock	Chuyển hàng	BR-TRF-001; DT-INV-NEG-001	TC-TRF-002, TC-INV-NEG-001
FR-TRF-003	Receive transfer and increase stock	Nhận hàng từ chi nhánh khác	BR-TRF-001	TC-TRF-003
FR-TRF-004	Handle discrepancy with reason + approval	Nhận hàng từ chi nhánh khác	BR-TRF-002, BR-TRF-003; DT-TRF-001	TC-TRF-004
FR-ADM-001	Manage user accounts and permissions	Quản lý tài khoản người dùng	(Policy) Role & permissions matrix	TC-ADM-001
FR-ADM-003	Manage branches and configuration	Quản lý chi nhánh	BR-INV-001 (branch binding)	TC-ADM-002
FR-CASH-001	Cashbook entries + end-of-day reconciliation	Sổ quỹ	BR-CASH-001, BR-CASH-002; DT-CASH-001	TC-CASH-001, TC-CASH-002
FR-REP-001	Summary reporting by branch/date	Thống kê tổng quan	(N/A)	TC-REP-001

4) Maintenance notes

- Add new FR rows whenever scope expands.
- Keep BR/DT references stable; do not reuse IDs.
- Use the UAT pack to ensure every High priority FR has at least one TC.