

Business Requirements Document (BRD)

1. Project Title

Student Enrollment Management System (SEMS)

2. Document Version

- Version: 1.0
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- Date: April 24, 2025
- Status: Draft

3. Purpose

This document outlines the business requirements for a centralized and automated course enrollment system for university students. The purpose is to improve the efficiency, accuracy, and user experience of the enrollment process for all stakeholders involved.

4. Scope

In-Scope:

- Online student course enrollment
- Course catalog management
- Real-time seat availability
- Automatic notifications and confirmations
- Admin dashboard for monitoring enrollments

Out-of-Scope:

- Tuition payment processing
- Academic grading or assessment management
- Integration with external learning platforms (e.g. Moodle)

5. Business Objectives

- To reduce manual effort and errors in the student enrollment process
- To enhance student satisfaction through a seamless online system
- To provide administrators with tools to manage course availability and capacity in real time
- To ensure transparency and tracking of enrollment activities

6. Stakeholder Analysis

Stakeholder	Role	Interest
Student	System users	Easy course selection and confirmation
University Admin Staff	Course and record management	Simplified workflows, real-time reports
Lecturers/ Faculty	Course instructors	View and manage enrolled students
IT Department	Infrastructure support	Maintain secure and stable system
Registrar's Office	Policy and academic oversight	Ensure process aligns with academic regulations
Project Sponsor	Funding and oversight	Return on investment and efficiency improvements

7. Business Requirements

ID	Business Requirement
BR-01	The system shall allow students to view and enroll in available courses online
BR-02	The system shall provide admin users the ability to manage course offerings
BR-03	The system shall track and display enrollment limits per course in real time
BR-04	The system shall send automatic confirmation emails to students upon successful enrollment
BR-05	The system shall generate summary reports for administrators on enrollment trends

8. Assumptions

- Users will have access to the internet and basic IT literacy
- Course details and prerequisites are up to date in the database before enrollment begins
- System downtime will be scheduled outside of enrollment periods

9. Constraints

- Limited budget for initial development
- The system must comply with university data protection policies
- Integration with existing student records systems may require additional development time

10.Risks

Risk	Mitigation Strategy
Resistance to change from admin staff	Provide training and onboarding sessions
System overload during peak hours	Ensure load testing and infrastructure scaling
Data mitigation from legacy system	Conduct pilot test and phased migration

11.Approvals

Name	Role	Signature	Date
Supervisor	Project Sponsor		
Hansika Samaranayake	Business Analyst		