**Business Requirement Document (BRD)**

**Project No.:** Stanford Institute 005

**Production Priority:** Very High

**Target Date**:10th March 2022

**Approved by:**

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Name of user, department Date

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Name of user, department Date

**Prepared by:**

Julius Adebayo \_\_\_\_\_\_8th March, 2022\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of user, department Date

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**1.0 Version Control**

The table below shall be used to track what changes were made to the requirements at each point in the project, who made them, and why they were made. This will help in implementing change control on the BRD.

**1.1 Revision History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version#** | **Date** | **Authorization** | **Responsibility (Author)** | **Description** |
| 01 | 8th March 2022 | Chisom | Julius Adebayo | First Draft |
| 02 | 10th March 2022 | Chisom | Julius Adebayo | Final Version/Initiation |
| 03 | 12th March 2022 | Chisom | Julius Adebayo | Final Version/ Discovery |
|  |  |  |  |  |

**1.2 RACI Chart for This Document**

The RACI chart identifies the persons who need to be contacted whenever changes are made to this document. RACI stands for responsible, accountable, consulted, and informed. Hence, this chart shall be used to assign roles and responsibilities throughout the project lifecycle.

**1.3 RACI Chart**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Position | **\*** | **R** | **A** | **C** | **I** |
| M. Henry | Director | X |  |  |  |  |
| U. Chisom | Programme Manager |  |  | X |  |  |
| C. Ilegbedion | Project Manager |  |  | X |  | X |
| A. Julius | Business Analyst |  | X |  | X |  |
| O. Ikolaba | Developer |  |  |  | X |  |
| I. Uwachukwu | Tester |  |  |  |  | X |
| A. Ifeoma | Liaison Officer |  |  | X |  |  |
| B. Titilayo | Scrum Master |  |  |  |  | X |

The following describes the codes used in the above RACI Chart

**\*** Authorize Has ultimate signing authority for any changes to the document.

**R-** Responsible: Responsible for creating this document.

**A** - Accountable: Accountable for accuracy of this document (for example, the project manager).

**C-** Consulted: Provides input (such as an interviewee).

**I-** Informed: Must be informed of any changes.

**2.0 Executive Summary**

Stanford institute is a new training institute based in the UK that offers trainings on various subject, as well as advanced trainings. They are new and intend meeting industry standard and eventually surpass. The aim of this project, is to develop a website that is user friendly but at the same time technically advanced enough to meet the needs of their prospective clients and to also help them manage their internal activities, which will on the long run yield great benefit to the company.

**2.1 Overview**

Stanford institute is a new training institute that offers trainings on various subject, as well as advanced trainings. They are in need of a website/App to effectively help them meet the needs of their prospective clients and to also help them manage their internal activities, which will on the long run yield great benefit to the company.

* A user-friendly website
* An access to connects to all social media platforms
* A notification features
* An access to learning resources
* An events calendar to ensure that dates of the events can be viewed
* An access to FAQ sections for students and prospective clients

**2.3 Background**

Previously, study materials are sent to students by their respective Tutors via WhatsApp, assignments, submission and reminder are equally communicated through WhatsApp groups. Students also lacked access to study materials and other stakeholders could not access frequently ask question (FAQ). The Institute Social Medias are deserted and event and calendar notification not available. It is on this premise that this project is initiated to provide the aforementioned services to Students, Tutors and General Public via website/App using Internet.

**2.4 Objectives**

The strategic objective of this Project is to create a website/App for seamless running of the Stanford Institute business, to draw traffic to the business, business visibility, making life easy to students, and Tutors by creating a working application for the smooth running of operations

**2.5 Requirements**

1. **Resources:** This feature ensures that registered students have access to learning materials specific to their program of choice on the application and can download them for use at any time, they can also put in a request for necessary materials that haven't been made available.

2. **Link to the social Media platforms:** The website should be integrated into the social media platforms of the company thereby allowing users access all social media platforms directly from the website by just clicking on the appropriate social media icon (Facebook, Twitter, Instagram, Linkedin, etc).

3. **Events & Calendar:** This feature enables users to be able to view the dates of all events. Admin should be able to add various events on the calendar. Other users can view and delete.

4. **Accounts:** The feature should allow the individual users of the application set up/create an account & manage their profile so that they can gain access to the application, they should be able to sign in and out with a username and password, passwords can also be changed if the user chooses to do so.

5: **Notifications:** This feature ensures that students get necessary notifications via email, notifications on upcoming classes, due assignments, reminders, etc. Students should be able to view, delete, schedule and modify all notifications.

6. **FAQ's:** This feature helps to manage frequently asked questions regarding the business process, only the admin user can upload, edit and delete data but all users can view the details on this feature.

**2.6 Proposed Strategy**

This Project shall adopt Agile Scrum Framework

**2.7 Next Steps**

The FIRST step is for the Business Analyst (BA) is to run a Requirement Specification Gathering Workshop, prepare a Work Plan Document containing Work Breakdown Structure (WBS) to reveal actions, Responsibilities and expected date for action execution.

**Action:** Describe the specific action to be taken.

**Responsibility**: State who is responsible for taking this action.

**Expected Date:** State when the action is expected to be taken.

**2.8 Scope**

This details the Project boundaries.

**2.8.1 In-Scope**

This subsection of Scope is a brief description of business areas covered by the project.

**2.8.2 Out-Scope**

This subsection of Scope briefly describes business areas not covered by the project.

**2.8.3 Constraints**

This subsection of Scope documents predefined requirements and conditions, TBD.

**2.9 Impact of Proposed Changes**

This subsection of Scope describes the impact of proposed changes in the business

area. Use the following table to document the impact.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Business Use Case | New? | Desired Functionality | Current Functionality  (If a Change) | Stakeholders/Systems | Priority |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3.0 Risk Analysis**

In this section of the BRD, you describe risks. A risk is something that could affect the success or failure of a project. Analyze risks regularly as the project progresses. While you may not be able to avoid every risk, you can limit each risk’s impact on the project by preparing for it beforehand.

For each risk, you’ll note the likelihood of its occurrence, the cost to the project if it does occur, and the strategy for handling the risk. Strategies include the following:

**Avoid:** Do something to eliminate the risk.

**Mitigate:** Do something to reduce damage if risk materializes.

**Transfer:** Pass the risk up or out to another entity.

**Accept:** Do nothing about the risk. Accept the consequences.

**3.1.1 Technological Risks**

This subsection of “Risk Analysis” specifies new technology issues that could affect the project.

**3.1.2 Skills Risks**

This subsection of “Risk Analysis” specifies the risk of not getting staff with the required expertise for the project.

**3.1.3 Political Risks**

This subsection of “Risk Analysis” identifies political forces that could derail or affect the project.

**3.1.4 Business Risks**

This subsection of “Risk Analysis” describes the business implications if the project is canceled.

**3.1.5 Requirements Risks**

This subsection of “Risk Analysis” describes the risk that you have not correctly described the requirements. List areas whose requirements were most likely to have been incorrectly captured.

**3.1.6 Other Risks**

In this subsection of “Risk Analysis,” document any other risks not covered in the prior subsections.

**4.0 Business Case**

Describe the business rationale for this project. This section may contain estimates on cost/benefit, return on investment (ROI), payback (length of time for the project to pay for itself), market-share benefits, and so on. Quantify each cost or benefit so that business objectives may be measured after implementation. Revise estimates periodically as the project progresses. This section shall be provided by the Project Manager

**4.1 Timetable**

In this section of the BRD, provide a timetable for the project.

**Discovery**: Complete 15/03/2022

**Construction:** TBD

**Final V&V:** TBD

**Closeout:** TBD

**4.2 Business Use Cases**

Business Use-Case Diagrams

This diagram describes stakeholder involvement in each business use case.

**4.3 Business Use-Case**

Acronym in the diagram

**4.4 Actors**

A – Admin User

T – Tutor User

S – Student User

**4.5 Business Use-Case Descriptions**

The Admin User, when uploaded an event, then All Users should be able to access and view it. All Users should be able to create an account, but only the Admin should be able to edit or delete on the App.

**4.6 Workers**

List and describe stakeholders who act within the business in carrying out business use cases.

|  |  |
| --- | --- |
| Department/ Position | General Impact on Project |
| Project Manager | Facilitate the project to ensure smooth running |
| Business Analyst | Provide detail requirements for solution development |
| Development Team | Develop the Solution |
| Tester | Test Solution functionality |
| Solution Designs | Develop Users-friendly interface |
| Finance | Provide funding for the project |
| CRM | Liaise with Clients for approval of documents |

**4.7 Business Actors**

List and describe external parties, such as customers and partners, who interact with the business.

|  |  |
| --- | --- |
| **Actors** | **General Impact on Project** |
| Stanford Domain SME | Verify Requirements specification and confirm Scope of Project |
| Stanford Representatives | Validate Solution |
| Convener | Administer payments |
|  |  |

**4.8 Role Map**

The role map describes the roles played by actors (users and external systems) that interact with the IT system.

**4.9 User Requirements**

This section shall describe requirements for automated processes from a user perspective. TBD at Requirements specification gathering workshop.

**4.10 Nonfunctional Requirements**

Describe across-the-board requirements not covered in the use-case documentation.

**4.11 Performance Requirements**

Describe requirements relating to the system’s speed.

**4.12 Stress Requirements**

The system must be able to support 20,000 users accessing case records simultaneously.

**4.13 Response-Time Requirements**

Three seconds.

**4.14 Throughput Requirements**

TBD.

**4.15 Volume and Storage Requirements**

First iteration of the system must support a volume of 60 Peace Committees and a total case load of 25,000 cases/year.

**4.16 Configuration Requirements**

PC-compatible. Microsoft XP Professional.

**4.17 Compatibility Requirements**

System must interface with existing AP system.

**4.18 Reliability Requirements**

Total daily downtime must not exceed 1 hour during normal business hours (9:00 a.m.–5:00 p.m.).

**5.0 Test Plan**

**1.** Submit the requirements to the technical team.

**2.** The technical team completes development. Concurrently, the BA builds numbered test scenarios for requirements-based testing. Use decision tables to identify scenarios and boundary-value analysis to select test data. The technical team conducts white-box testing to verify whether programs, fields, and calculations function as specified. The BA or technical team specifies the required quality level for white-box testing, such as multiple-condition coverage.

**3.** Perform requirements-based testing. The BA or dedicated quality assurance (QA) staff administers or supervises tests to prove or disprove compliance with requirements. Ensure that all formulae are calculated properly. Describe principles and techniques to be used in black-box

testing, such as structured testing guidelines and boundary value analysis.

**4.** Conduct system testing. Ensure that the integrity of the system and data remain intact. Conduct the following tests:

* Regression test: Retest all features (using a regression test bed).
* Stress test: Test multiple users at the same time.
* Integration tests: Make sure that the changes do not negatively affect the overall workflow across IT and manual systems.
* Volume test: Test the system with high volume.

**5.** Perform user acceptance testing. Involve the end-users at this stage. Choose key users to review the changes in the test environment. Use the testing software as a final check.

**6.0 Implementation Plan**

**6.1 Training**

Almond Careers is responsible for training.

Training audience: Conveners, general administrators, and Representatives of Stanford Institute.

Forum: For one-day sessions on-site.

**6.2 Rollout**

Advise all affected users when the project is promoted.

**6.3 End-User Procedures**

TBD.

**6.3 Post-Implementation Follow-Up**

TBD.

**6.4 Other Issues**

**6.5 Sign-Off**

1. Sponsor, Name & Signature: ……………………………………………… Date…………………………
2. Project Manager, Name & Signature………………………….. Date: ……………………….