Business Requirements Document (BRD)

Project Title: Enhancing Remote Team Coordination and Task Management

Date: April 15, 2025

1. Executive Summary

The transition to remote work has presented numerous challenges, particularly in coordinating teams and managing tasks effectively across different time zones. This BRD outlines the business requirements for developing a solution that addresses asynchronous communication, improves task accountability, and enhances collaboration among remote teams.

2. Problem Statement

- Difficulty in synchronous communication due to time zone differences

- Misunderstandings regarding task ownership and responsibilities

- Reduced team cohesion and accountability

- Inadequate flexibility in traditional task management tools

3. Objectives

- Develop a platform that facilitates asynchronous communication

- Provide tools to clearly define, assign, and track tasks

- Integrate features that enhance team visibility and accountability

- Support flexible workflows accommodating different time zones and work styles

4. Scope

In Scope:

- Task assignment and tracking features

- Time zone management capabilities

- Team dashboards and activity logs

- Notification and reminder systems

- Integration with common communication tools (e.g., Slack, Microsoft Teams)

Out of Scope:

- In-person team coordination solutions

- Hardware procurement or IT infrastructure changes

5. Stakeholders

- Team Head

- Team Members

6. Success Criteria

- Reduction in project delays due to communication issues

- Increased user engagement with task management tools

- Positive feedback from teams on improved collaboration

7. Assumptions

- All team members have access to internet and basic digital tools

- Stakeholders are available for feedback and testing phases

8. Constraints

- Budget limitations

- Time constraints due to ongoing projects