

# Donor Management System (Sample BA Project)

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## Project Overview

This document outlines the requirements for a Donor and Volunteer Management System. The system enables donors to register and make contributions, audition candidates to apply, volunteers to sign up, and administrators to manage engagement and communication.

The purpose of this project is to demonstrate Business Analysis skills, including:

- Requirements elicitation and documentation
- Process modeling
- User story definition
- Acceptance criteria creation
- Communication of technical and non-technical requirements

## EPIC 1: Donor Registration & Subscription

Trigger: A donor accesses the donation registration form and submits their details.

Goal: Enable donors to register, capture information, and process recurring or once-off donations.

### User Roles

- Donor: Completes donation form and receives confirmation.
- Admin Staff: Receives notification of new donations.

### Requirement Example (REQ-001: Donor Registration Form)

- The system shall provide an online form for donor registration.
- Required fields: Title, Name, Surname, Email, Mobile Number, Address, Date of Birth, Religion.
- Optional fields: Areas of Interest, Next of Kin information.

### Acceptance Criteria

1. The donor can complete and submit the form.
2. Required fields must be enforced before submission.
3. Donor data must be saved into the database.
4. Donor receives a confirmation email upon submission.

## EPIC 2: Audition Management

Trigger: A user applies for an audition via the website.

Goal: Streamline volunteer and audition candidate intake.

#### **Requirement Example (REQ-015: Audition Registration)**

- The system shall provide an online audition form with file upload capability.
- Fields: Name, Email, Mobile, Areas of Interest, Questionnaire responses, Audio submission.
- The system shall automatically email the submissions to the Admin team.

### **EPIC 3: Volunteer Registration**

Trigger: Admin invites a volunteer via secure link.

Goal: Collect structured volunteer information, including agreements and commitments.

### **EPIC 4: Donor Communication & Engagement**

Trigger: A donor or volunteer provides birthday or selects an area of interest.

Goal: Enhance engagement via automated greetings, personalized newsletters, and targeted campaigns.

#### **Requirement Example (REQ-050: Birthday Greeting)**

- The system shall send automated birthday emails.
- Emails shall include a personalized greeting using the donor's name.

### **Notes**

- This is a fictionalized project created for portfolio purposes.
- All client-specific details, names, and confidential data have been removed.
- The structure reflects how requirements were captured, analyzed, and documented.