**BUSINESS REQUIREMENTS   
DOCUMENT TEMPLATE**

# PROJECT DETAILS

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| PROJECT NAME | | |
| **INDO CONTACT MANAGEMENT** | | |
| TEAM MEMBERS | | |
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| DOCUMENT NO. | DATE | VERSION NO. |
| 1 | 03/04/2025 | 1.1 |

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| 1. EXECUTIVE SUMMARY SNAPSHOT |
| Provide an executive summary (overview of your business requirements) here. Your executive summary should be a “snapshot” of the purpose of your business requirements, including a brief description of any analysis, findings, project details, scope, business drivers, proposed process, current process, and functional requirements. An executive summary provides an overview of a larger document or of research and is usually the first thing your reader will see. Here are the questions you should answer when writing your business requirements executive summary:  - What is the goal (purpose) of this business requirements document (BRD)?  - Who is the audience for this business requirements document? |
| The Online Indo Contact Management System is a digital platform designed to connect industrial manufacturers with their products and suppliers with purchasing owners, streamlining product discovery and direct communication. The system allows suppliers to list their products with detailed descriptions, pricing, and images, making it easier for buyers to browse and find what they need. Each product listing includes a direct contact number, enabling purchasing owners to communicate instantly with suppliers via call, SMS, or messaging apps like WhatsApp. For the first contact to order will be free after that, next the user should pay the specific price to get more contacts. This eliminates intermediaries, speeds up procurement, and ensures a more transparent and efficient purchasing process. Additionally, the platform offers search and filtering options, inquiry tracking, and supplier verification to enhance reliability and ease of use. By facilitating direct engagement between buyers and suppliers, this system optimizes industrial product sourcing and procurement management. |

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| 2. PROJECT DESCRIPTION |
| In this section, describe the project for which you are writing this business requirements document. Describe the project’s purpose, what the current process/solution is for the project, what the challenges are, and why you need to undertake the project. |
| * INDO Contact Management is an online tool that helps users store, manage, and organize product and contact information easily. It is designed for business professionals, sales teams, and individuals who need a simple contact management solution. * When page is open their will be brief advertisement about the webpage in slide form. * It also includes the more than one Categories. * When the user enters Indo contact management webpage. then the user should register with proper phone number or email with password. * After the Registration the user should login with proper ID and password. * After login their the user should fill the form which include the industry name and location and what are the Products they had manufactured and brief description about their Industry And year of Experience, sharing the contact number and email id. * If a Viewers who want to buy a product in bulk quantity, then their will be free trial for first contact with user, but after that the investor should register the page and pay the set amount to pages. * For every Viewers registration they will be payment page available. |

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| 3. PROJECT SCOPE | |
| Provide a high-level description of the project’s scope, including a list of project-specific goals, tasks, deliverables, costs, deadlines -- everything that is “in” and “out” of scope for the project. This information provides team members with guidelines for the scope of the project, so they can plan and resource accordingly. | |
| The Industry Contact Management Website will serve as a centralized platform for businesses. The system will allow organizations to categorize contacts, track interactions, and facilitate communication within a secure web-based environment.   * Develop a web-based platform to manage industry-specific contacts. * Enable secure storage and retrieval of contact details. * Provide advanced search and filtering functionalities. * Implement role-based access for different user levels. * Integrate with email, Phone call and messaging services for seamless communication. | |
| IN-SCOPE ITEMS | OUT-OF-SCOPE ITEMS |
| * User registration and authentication. | * Mobile application development (only web-based for now). |
| * Contact database with categories (e.g., suppliers, clients). | * AI-based analytics or automation features. |
| * Advanced search and filtering options. | * Direct calling or messaging through the platform (only logging allowed). |
| * Role-based access control (Admin, User, Viewer). | * Multi-language support (limited to English at launch). |
| * Integration with third-party services (e.g., email, CRM) | * Custom API Development (No custom-built APIs for third). |

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| 4. BUSINESS DRIVERS | |
| Enter the reasons (i.e., business drivers) why your business is initiating the project. In short, Why are you undertaking the project? Examples might include the following: legal requirements, cost savings with a more efficient practice, updated import/export laws, improved efficiency, improved sales, etc. | |
| **1.Efficiency Improvement:** | Reduce time spent on contact management. |
| **2.Data Security:** | Ensure that sensitive contact information is protected. |
| **3.Automation:** | Reduce manual work and increase accuracy. |
| **4.Scalability:** | Allow businesses to scale contact management effortlessly. |

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| 5. PRESENT PROCESS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |
| Provide details of your current, prevailing process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the current process. |
| * In the present, all the Product suppliers are contacting the owner through face-to-face communication. * Now a days it takes more time to contact and buy the products in bulk Quantity. * Without knowing the proper price and quality of the product they are purchasing the product in particular Industry. * Currently, businesses and individuals rely on outdated methods like spreadsheets, notebooks, and messaging apps, making contact management inefficient and difficult to collaborate on. |

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| 6. PROPOSED PROCESS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |
| Provide details of the proposed process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the proposed process. For this process, we recommend that you use the same illustrative tool/style that you used for your present/current process (above). |
| * Here we are creating the online website for Indo contact management, in that * Store and organize contact details **in one place**. * Making the one platform where users and buyers contact directly through page. * The main benefits are gained by users because to get good communication with high investors. * Other than one product we are also including the than categories products also included. * It will also decrease the transportation cost. |

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| 7. FUNCTIONAL REQUIREMENTS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |
| Detail the project’s functional requirements by enumerating the ways in which the current process addresses the issue and by describing the functional requirements necessary to make the project successful. |
| |  |  |  | | --- | --- | --- | | ID | REQUIREMENT | Raised By | | 001 | User registration and login | Project Manager | | 002 | Add/edit/delete contacts | Sales Team | | 003 | Add/edit/delete products | Marketing Team | | 004 | Search and filter contacts/products | Business Analysts | | 005 | Export data to PDF | End Users | |

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| – PRIORITY | | |
| Use the following priority table. It allows you to apply a ratings system to your requirements, so you have the visibility (into the value, status, and description of each requirement) that is necessary for determining whether a particular requirement is essential to project success. | | |
| **VALUE** | **STATUS** | **DESCRIPTION** |
| 1 | Immediate | Implement bulk product catalog upload and send functionality. Industry managers cannot effectively showcase their products without this. (Dependency: User authentication must be functional) |
| 2 | High | Enable owners to request product samples via the platform. This will improve engagement and potentially lead to more bulk orders. |
| 3 | Moderate | Add a "Recently Viewed Products" section on the owner's dashboard. |
| 4 | Blocked | Integrate with a third-party logistics provider for automated shipping quotes and tracking. (Blocked: Waiting for API documentation from logistics provider) |

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| – CATEGORIES (RC1) | | | |
| In this section, detail the project’s functional use; break down your project’s requirements into categories so that they’re easy to understand. You can duplicate this section for any successive project categories as needed. The following table includes a unique ID for each requirement, the details of each requirement, the priority of each requirement, and the name of the person who is driving or is responsible for the requirement. Include descriptions of how the current process addresses the issue. Also include the functional requirements necessary to achieve success. | | | |
| **ID** | **REQUIREMENT** | **PRIORITY** | **RAISED BY** |
| RC1-1 | Registration and Login Page | High | Project Manager |
| RC1-2 | Product Categories Management | High | Industry Managers |
| RC1-3 | Bulk Order Management | High | Owners |
| RC1-4 | Communication Tools | Medium | Industry Managers/Owners |
| RC1-5 | Viewing Page | Medium | Business Analyst |

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| 8. NON-FUNCTIONAL REQUIREMENTS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | |
| Detail all non-functional requirements (NFRs) of the project, including such things as features, system behavior, and project characteristics that relate to user experience. | |
| **ID** | **REQUIREMENT** |
| 001 | **Performance**: The system should load the product catalog page within 3 seconds for 95% of users. |
| 002 | **Scalability**: The system should be able to scale to accommodate a 50% increase in users and data within 12 months. |
| 003 | **Security**: All sensitive data (user credentials, payment information, order details) must be encrypted both in transit and at rest. |
| 004 | **Usability**: The system interface should be intuitive and easy to navigate for both industry managers and owners. |

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| 9. GLOSSARY UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | |
| For easy reference, enter any terms, abbreviations, and/or acronyms that you include in this document. | |
| **TERM/ABBREVIATION** | **EXPLANATION** |
| CRM (Customer Relationship Management) | A System used to manage interactions with contacts and Businesses. |
| API (Application programming interface) | A set of Rules that allows different software |
| B2B | Transactions or services exchanged between businesses rather  than consumers. |
| SaaS | A cloud-based software model where users access the service  via the internet. |
| Database | A structured collection of data used for storing contact  information. |

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| 10. REFERENCES UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | |
| Provide links to all referenced resources (websites, documents, etc.) throughout this document. | |
| **NAME** | **LOCATION** |
| 1. India MART | https://www.indiamart.com/ |
| 2. Sulekha | https://www.sulekha.com/ |
| 3. Yellow Pages | https://www.yellowpages.com/ |

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| 11. APPENDIX |
| Include any additional information for reference, e.g., process details, analysis results, studies, third-party examples, etc. |
| * By using Indo Contact Management, it is mainly used to make a good communication between Industrial Manufactures and Buyers. * The main benefits of this project is to help the newly implemented Industries should get a proper communication with Buyers. * It will also minimize the mode of purchasing the product from other Countries. * It will also help to increase the B2B and B2C Communication. |