# Product Backlog

**Team**

Prabin Bhusal

Susmita Rana Magar

Bikash Marahatta

Fahad Irshad

# Project Title

**S2-20 Customer Requirements Data Control**

# About the Project

Business customers provide their suppliers with requirements in the form of documents, models and other kinds of media that form the basis of proposal development, contract negotiations and subsequent project activities. These items need to be stored in a protected database and be made available to specific individuals on a controlled basis. If there is a change a configuration management process is needed to assess the nature of the change and notify all those impacted by the change. This project will establish a database with spaces for individual data items for individual projects, with access to be established on a project-by project basis, and with push notifications to selected team members when something is added or changed in the database.

# Definition

In dealing with our Suppliers, we send information to them to specify our needs in whatever we are requesting them to supply.

eg. 1 If it is a manufactured component of a machine, we will provide a design through engineered manufacturing drawings and/or possibly a 3D Cad model.  
eg. 2 If it is a paint we need for the outside of our house, we will provide written specifications for the amount of coverage required, the colour, the type of material being painted, the delivery date, the delivery address, etc.  
eg. 3 If it is food we require to feed our team during a coming out-of-office business function, we will provide a document stating the selected menu options for each named person, the time, date and venue of the function for delivery and service and any special warning flags regarding dietary cautions (allergies, etc.).  We would also convey our budgetary requirements.

It is a essentially a document management system.

# Users

Actors in this project are the Customers. Customers can be anyone either me, owner, my team and the suppliers.

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1. All Customer / Supplier communications and the system must be able to manage them, including the retention of any iterations of the set of requirements (versions / revisions), as the customer (us) makes any changes.
2. We should store the Supplier responses for each release of Requirements, such as quotations of price and expected delivery dates.
3. If a particular set of Requirements is revised at any point, we should save the older revision of that set, number and open a new revision for that set.  The older revision will need to be "write protected" at that point.
4. Also, any revision of a Requirements Set that is released to a Supplier/s for their consideration and quotation must be "write protected" at that point where it is released.  This will save anybody from accidentally changing those Requirements Set, whilst it is out being considered by suppliers