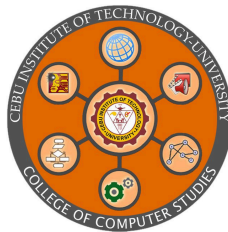




Business Requirements Document
(Guide S50 Version 1.0)
for
LuxStay Properties Rental Management System
Version 5.0

Prepared for
CSIT327: Information Management 2

Submitted to
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1. DOCUMENT REVISION LOG

TABLE 1 DOCUMENT REVISION LOG

Date	Author	Version	Reason for Change
10/30/24	C. Paras	Ver 2.0	Removed Document Management feature
12/08/24	C. Paras	Ver 3.0	Updated ERD Logical Model
12/08/24	M.Dotarot	Ver 4.0	Added 4.4, 4.5, 5.2, 5.3
12/08/24	C. Paras	Ver 5.0	Updated ERD Logical Model to Latest

2. DOCUMENT REVIEWERS

TABLE 2 DOCUMENT REVIEWERS

Name & Title	Role	Approval Data	Version
Christian Hans Israel E. Paras, Team Lead	Developer, TL	12/08/24	Ver 3.0
Christian Hans Israel E. Paras, Team Lead	Developer, TL	12/08/24	Ver 4.0
Christian Hans Israel E. Paras, Team Lead	Developer, TL	12/08/24	Ver 5.0

3. APPROVER & SIGNOFF

TABLE 3 CLIENT ACCEPTOR (PROJECT SPONSOR)

Date	Author	Version	Reason for Change

4. INTRODUCTION (Analysis Description)

4.1 DOCUMENT PURPOSE

The objectives of writing this document includes; It provides an understanding of the system from a perspective of what is expected of the system, its boundaries, who will use it and the manner used to identify the business necessities that the system will address. For the purpose of reference, this document provides a basis of what functionality is needed to truly effectively manage property rental businesses so that there is a proper correlation as to what is desired and what is achievable by the end of the systems development cycle.

4.2 DOCUMENT SCOPE

This document is mainly concerned with the breakdown of the LuxStay Properties Rental Management System and includes the business processes, functions and interactions of the users. The scope includes:

- What is the point of getting a clearer picture of the key stakeholders and their needs?
- Explaining specific segments of the system as Property Listing Management, Tenant Management, Lease Management and others.
- Identifying and comparing the requirements of data flow and information management.
- Defining the parameters of the system, that is its mandates and limitations for its operation.

Such elements as the technical construction, description of how the actual implementation would occur, and the plan of testing are not thought of in the document, since these are part of the subsequent phases in the project planning.

4.3 DOCUMENT INTENDED AUDIENCE

- **Business Analysts:** For the purpose of increasing confidence in the requirements, in order to check whether they are indeed needed by the business and designed to fit the actual business needs.
- **Project Managers:** This should be used primarily when conducting the project planning, deciding on the allocation of resources as well as setting out a schedule when the analysis is to be completed.
- **Developers:** To understand the business requirements that should be fulfilled in the development of a system.
- **Quality Assurance Teams:** In order to, create test cases from the requirements specified in this document.

4.4 BUSINESS ANALYSIS APPROACH

The business analysis approach for the LuxStay Properties Rental Management System is one that is systematic in approach to give a sound understanding of the system. The approach includes:

- **Document Review:** Reviewing data already available to focus on the existing and updates methods of property management and its deficiency.
- **Workshops and Focus Groups:** Collecting requirements from stakeholders and assessing what should be given high priorities through stakeholders' workshops.
- **Use Case Modeling:** Specifying complex usage scenarios that will provide sufficient descriptions of users' actions toward the system, and functional needs met when designing the system.
- **Prototyping: idea:** Building mock-ups of important system boundary confines in order to prove design requirements to users before full implementation.
- **Requirements Traceability:** Setting up traceability matrix that will ensure that all requirements developed in the process are traced and connected to the final products.

This method is supposed to be cyclical, as it will be necessary to make changes to the requirements as the project is being developed in order to have the final product fit the business needs of LuxStay.

4.5 REQUIREMENTS QUALITY ASSURANCE

Quality assurance for the LuxStay Properties Rental Management System focuses on ensuring that the documented requirements meet the necessary quality standards. The following levels of review will be conducted to ensure thorough validation and alignment of the requirements:

1. **BRD Peer Review:** Team members, including property managers and stakeholders, will review the BRD to identify any gaps or ambiguities and ensure that the requirements accurately reflect the needs of LuxStay Properties.
2. **Requirements Change Management Process:** A structured process will manage any changes to the requirements, ensuring that all modifications are documented, reviewed, and approved to align with LuxStay's evolving needs.
3. **Requirements Completeness Checklist:** A checklist will verify that all essential requirements for rental property management, such as lease tracking and payment processing, are included and complete.
4. **Client Participation in Requirements Acceptance and Signoff:** Property managers and key stakeholders will review and formally sign off on the requirements to ensure they meet their expectations and operational needs.
5. **Structured Walkthrough:** A walkthrough of the finalized requirements will be conducted with stakeholders, including property managers and LuxStay executives, to validate that the requirements are thorough and meet the practical needs of the LuxStay Properties Rental Management System.

5. FUNCTIONAL OVERVIEW

5.1 PROJECT OVERVIEW

The LuxStay Properties Rental Management System is designed to streamline and automate the management of rental properties under the LuxStay brand. The system aims to enhance operational efficiency by centralizing property listings, reservations, tenant management, and financial transactions. By integrating various functionalities into a single platform, LuxStay seeks to improve the experience for property managers, tenants, and other stakeholders, ensuring a smooth and efficient rental process.

Key objectives include:

- Centralizing the management of property listings and availability.
- Simplifying the booking and reservation process for potential tenants.
- Providing an intuitive interface for managing tenant information and lease agreements.
- Automating financial transactions including rent payments, deposits, and invoicing.
- Offering analytics and reporting features for better decision-making and operational insights.

5.2 BUSINESS OBJECTIVES & BENEFITS SUMMARY

Primary Business Objectives

1. **Enhance Property Management Efficiency:** Automate property listing updates and tenant management to reduce manual effort and errors.
2. **Streamline Lease Management:** Simplify the processes of creating, managing, and terminating lease agreements.
3. **Optimize Financial Transactions:** Facilitate accurate and timely processing of rent payments, deposits, and invoices.
4. **Provide Data-Driven Insights:** Offer comprehensive analytics and reporting on tenant behaviors, financial performance, and property availability.
5. **Enhance Stakeholder Experience:** Ensure a user-friendly interface for property managers, tenants, and stakeholders, promoting ease of use and satisfaction.

Key Benefits

- Improved operational efficiency by automating routine tasks.
- Increased accuracy and reduced errors in managing property-related data.
- Better decision-making enabled by advanced reporting tools.
- Enhanced user satisfaction through intuitive system design.
- Proactive issue resolution via real-time alerts and notifications.

5.3 FUNCTIONAL REQUIREMENTS

TABLE 4 FUNCTIONAL REQUIREMENTS

FUNCTIONS	DESCRIPTION
Property Listing Management	Allow property managers to add, update, and remove property listings in the system.
Tenant Management	Manage tenant information, including personal details and rental history.
Lease Management	Handle the creation, management, and termination of lease agreements.
Rent Payment Processing	Facilitate the collection and tracking of rent payments from tenants.
Maintenance Request Management	Enable tenants to submit and track maintenance requests for their rental properties.
User Role and Access Management	Manage different levels of access for users based on their roles within the system.
Feedback and Improvement Tracking	Gather and manage feedback from tenants and property managers to continuously improve the system.

5.4 LOGICAL DATA MODEL (ERD)

