# THE NORTHERN ONTARIO FILM STUDIOS(NOFS) BUSINESS REQUIREMENTS DOCUMENT

## NOFS-Studio Rental Platform Development

## BUSINESS REQUIREMENTS DOCUMENT TEMPLATE

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| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# 1. EXECUTIVE SUMMARY SNAPSHOT

Business Requirement: Implement a comprehensive studio management software system to optimize studio bookings, resource allocation, and studio administration at Northern Ontario Film Studios (NOFS).

Analysis: Current manual processes are inefficient and hinder effective studio management. The proposed system will significantly improve efficiency.

Scope: This project aims to implement a studio management software system focused on streamlining studio bookings, enhancing resource allocation, and improving studio administration.

Business Drivers: The main drivers include the need for improved efficiency, better resource management, and an enhanced client experience.

Current Process: The current manual process leads to inefficiencies and resource allocation issues in studio management.

Proposed Process: The proposed process involves implementing a studio management software system to streamline studio bookings, enhance resource allocation, and optimize studio administration.

Functional Requirements: Detailed functional requirements will be outlined in the following sections.

# 2. PROJECT DESCRIPTION

Purpose: The project's primary goal is to modernize studio management by implementing a software system to optimize studio bookings, resource allocation, and studio administration.

Challenges: Current manual processes result in inefficiencies and resource allocation issues in studio management.

Project Necessity: By undertaking this project, we aim to achieve our goals of improving efficiency, increasing resource allocation, and providing a better experience for our clients.

# 3. PROJECT SCOPE

In Scope:

Conduct research on viable studio management software.
Implement a studio management software system.
Streamline studio booking processes.
Enhance resource allocation.
Optimize studio administration.

OUT OF SCOPE
Implementation of logistics for new studio facilities.
Total project operations cost.
Legal fees and taxes associated with new installations.

# 4. BUSINESS DRIVERS

Reasons for the Project:

Improved efficiency and cost reduction.
Legislative updates regarding studio management.
Increased production and efficiency.
Enhanced sales potential.

# 5. CURRENT PROCESS

Our current process involves manual studio management, making it challenging to efficiently manage studio operations, resulting in inefficiencies and resource allocation issues....

# 6. PROPOSED PROCESS

The proposed process involves implementing a studio management software system that will streamline studio bookings, improve resource allocation, and optimize studio administration.

# 7. FUNCTIONAL REQUIREMENTS

1. **User Registration and Authentication:**
   - Users should be able to create accounts with different roles, such as studio staff, filmmakers, and administrators.
   - Authentication mechanisms, including password and multi-factor authentication, should be in place for secure login.
2. **Studio Booking:**
   - Users, particularly filmmakers, should be able to browse available studio spaces, view details, and book them for specific dates and times.
   - The system should display real-time studio availability.
3. **Studio Reservation Management:**
   - Studio staff should have the ability to accept, reject, or modify booking requests.
   - Automated confirmation and cancellation notifications should be sent to users.
4. **Payment Processing:**
   - Users should be able to make payments for studio bookings online using various payment methods (e.g., credit card, PayPal).
   - The system must support secure payment transactions.
5. **Studio Availability Calendar:**
   - The system should maintain a calendar displaying studio availability for users to plan their bookings effectively.
   - It should allow studio staff to block off specific dates or times for maintenance or other reasons.
6. **Profile Management:**
   - Users can update their profiles, including contact information, payment details, and preferences.
   - Studio staff and administrators can manage user roles, access, and permissions.
7. **Communication and Notifications:**
   - The system should send notifications to users about booking confirmations, reminders, changes, and cancellations via email and in-app messages.
   - A communication platform should be provided for users to contact studio staff or administrators with inquiries.
8. **Inventory and Equipment Management:**
   - The software should keep track of studio equipment and inventory, allowing staff to manage stock, checkouts, and returns.
   - Alerts should notify staff when equipment needs maintenance or replacement.
9. **Reporting and Analytics:**
   - The system should generate reports on studio utilization, revenue, and other relevant metrics.
   - Studio staff and administrators can access these reports for decision-making.
10. **Document and Media Sharing:**
    - Users can upload, store, and share documents, photos, videos, or other media related to their projects within the platform.
    - Security settings should control access to shared content.
11. **Resource Scheduling:**
    - Users can schedule other resources apart from studios, such as lighting, sound equipment, or props, when making studio reservations.
    - The system should check for resource conflicts.
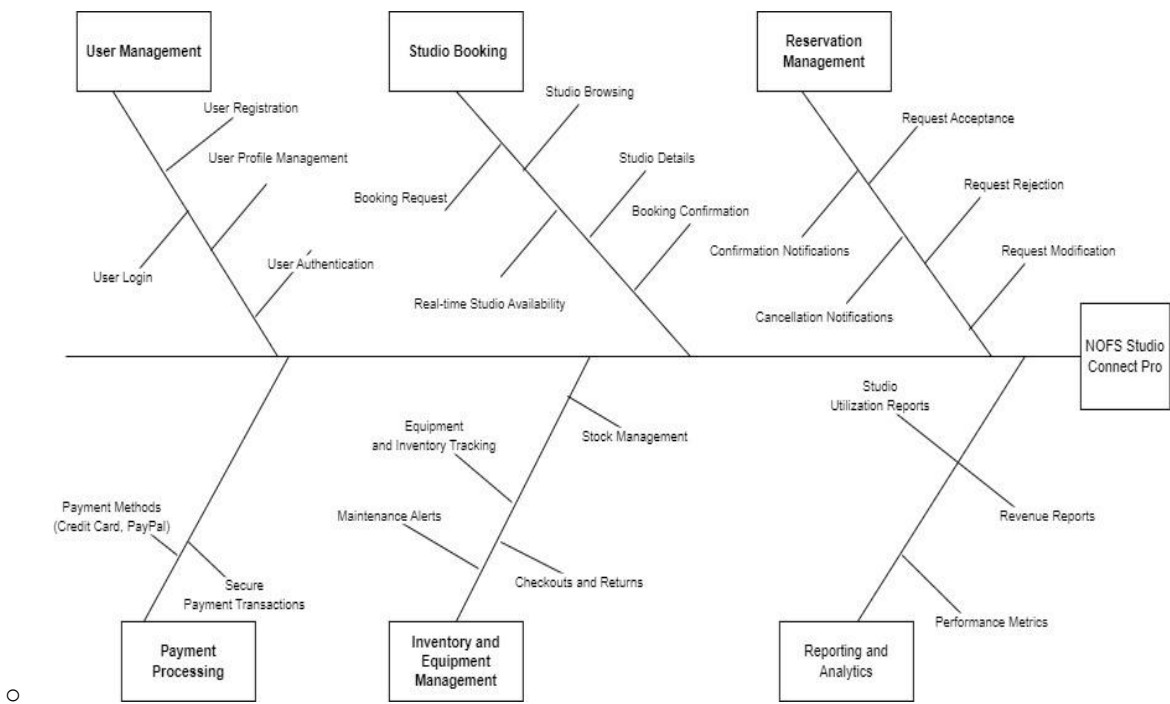12. **Search and Filtering:**
    - Users can search for studios based on location, availability, equipment, and other filters.
    - The system should provide accurate search results.
13. **Administrator Controls:**
    - Administrators have access to manage user accounts, set pricing, configure system settings, and generate financial reports.
    - They can also perform system maintenance and updates.

# FEATURE TREE DIAGRAM

**User Management**
- User Registration
- User Profile Management
- User Login
- User Authentication

**Studio Booking**
- Studio Browsing
- Studio Details
- Booking Request
- Booking Confirmation
- Real-time Studio Availability

**Reservation Management**
- Request Acceptance
- Request Rejection
- Request Modification
- Confirmation Notifications
- Cancellation Notifications

**NOFS Studio Connect Pro**

**Payment Processing**
- Payment Methods (Credit Card, PayPal)
- Secure Payment Transactions

**Inventory and Equipment Management**
- Equipment and Inventory Tracking
- Maintenance Alerts
- Stock Management
- Checkouts and Returns

**Reporting and Analytics**
- Studio Utilization Reports
- Revenue Reports
- Performance Metrics

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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's necessary for determining whether a particular requirement is essential to project success:

| Value | Rating | Description |
|---|---|---|
| 1 | Critical | The requirement is critical to the project's success. Without fulfilling this requirement, the project is not possible. |
| 2 | High | The requirement is high priority re the project's success, but the project could still be implemented in a minimum viable product (MVP) scenario. |
| 3 | Medium | The requirement is important to the project's success, as it provides value, but the project could still be implemented in an MVP scenario. |
| 4 | Low | The requirement is low priority (i.e., it would be nice to have), but the project's success is not dependent upon it. |
| 5 | Future | The requirement is outside of the project's scope and is included as a possible component of a prospective release and/or feature. |

# REQUIREMENTS CATEGORIES (RC1)

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.

| ID | Requirement | Priority | Raised By |
|---|---|---|---|
| 1 | Implement studio management software system | Critical | Rahman Momoh |
| 2 | Streamline studio booking processes | High | Rahman Momoh |
| 3 | Enhance resource allocation | High | Rahman Momoh |
| 4 | Optimize studio administration | Medium | Rahman Momoh |
| | | | |

# 8. NON-FUNCTIONAL REQUIREMENTS

| ID | Requirement |
|----|-------------|
| Detail. all non-functional requirements (NFRs) of the project, including such things as features, system behavior, and project characteristics that relate to user experience. | |
| 1 | Performance: <br><br> The system should have low response times for studio booking operations, with no more than a 2-second delay. <br> It should be able to handle concurrent user sessions efficiently, supporting at least 100 simultaneous users without performance degradation. |
| 2 | Scalability: <br><br> The software system should be scalable to accommodate potential future growth in studio facilities and bookings. |
| 3 | Reliability: <br><br> The system should have a high degree of availability, aiming for 99.9% uptime. <br> It should ensure data integrity and reliability through regular backups and failover mechanisms. |
| 4 | Security: <br><br> Data security is a priority. The system must comply with industry-standard security protocols and encryption mechanisms. <br> User authentication and authorization should be robust, ensuring that only authorized personnel have access to sensitive information. |
| 5 | Usability: <br><br> The system should have an intuitive and user-friendly interface, with straightforward navigation and clear instructions. <br> It should support accessibility standards to accommodate users with disabilities. |
| 6 | Data Storage and Backup: <br><br> Data storage should be efficiently managed, ensuring data redundancy and backup mechanisms to prevent data loss. <br> Data retrieval should be quick and reliable, even with large datasets. |
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# 9. FINANCIAL STATEMENTS

The short-term financial impact of implementing the studio management software system may be burdensome. However, the long-term impact is projected to yield significant returns.

# 10. COST AND BENEFIT

A detailed cost-benefit analysis is included in an attached document.

# 11. RESOURCES

Resource requirements include personnel, hardware, software, equipment, and office space

## 12. SCHEDULE, TIMELINE, AND DEADLINES

The project is expected to be completed within two years. A detailed timeline, hard deadlines, and major milestones are included in an attached document.

# 13. ASSUMPTIONS

We assume that the company is willing to invest in increasing the efficiency of studio management by implementing the proposed system.

# 14. GLOSSARY

| Term / Abbreviation | Explanation |
|---|---|
| EV | Electric vehicle |
| SOV | Single-occupancy vehicle |
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## 15.  REFERENCES

| Links to resources and references are provided in an attached document. | |
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# 16. APPENDIX

Additional information, such as process details, analysis results, and studies, is included in an attached document

**DISCLAIMER**