**Business Requirement Gathering Template**

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| **No.** | **Business Requirement (Question)** | **Importance** | **High Level Entities** | **Measures** |
| 1 | How accurate is the forecast compared to the actual demand by material and by month? | High | Forecast, Demand, Material, Month | Quantities difference |
| 2 | What is the average level of inventory of each material type in each month? | Medium | Inventory, Material, Month | Level of inventory |
| 3 | How high is the rate of missing materials that cannot be compensated by the inventory? What are the missing materials? Are they common to be missing? | Medium | Material, Inventory | Rate of missing materials |
| 4 | Which are the top five suppliers which we purchase the most from monthly? | Low | Suppliers, Month | Cost of orders |
| 5 | Which materials do we buy the most and how much do we spend on them monthly? | High | Material, Month | Cost of orders |
| 6 | What is the average duration between the purchase date and the delivery date by material and by month? | Medium | Purchase, Delivery, Material, Month | Average time difference |
| 7 | Are there any inconsistencies between the purchased items and the delivered items by material and by month? | High | Purchase, Delivery, Material, Month | Average quantity difference |