Project Requirements Document: Sabadex

## **BI Analyst:** Adeolu. A. Adeyeye

## **Client/Sponsor:** Sabadex

## **Purpose:** The purpose of this project is to enhance the decision-making process at Sabadex by leveraging Business Intelligence (BI) tools. The project aims to provide comprehensive analytics and insights into various business operations including sales, marketing, customer engagement, and operational efficiency. This investment will enable the company to make data-driven strategic decisions, improve operational efficiency, and enhance overall business performance.

## **Key dependencies:**

## Team: BI Analysts, Data Engineers, IT Support, Marketing Team, Sales Team, Customer Service Representatives.

## Primary Contacts: CEO, CMO, CFO, IT Manager, Sales Director.

## Expected Deliverables: Custom BI Dashboards, Detailed Analytical Reports, Data Integration Solutions.

## **Stakeholder requirements:**

## Comprehensive Data Integration (R)

## Real-Time Analytics (R)

## User-Friendly Interface (R)

## Customizable Dashboards and Reports (R)

## Advanced Analytical Capabilities (D)

## Data Security and Compliance (R)

## Scalability and Performance (R)

## Support and Training (D)

## **Success criteria:**

Success will be measured using the following SMART criteria:

## Specific: Implementation of a BI tool that integrates key business data sources and provides real-time analytics.

## Measurable: A 20% increase in decision-making efficiency and a 15% reduction in operational costs within 6 months of implementation.

## Achievable: Resources, including the necessary team and technology, are in place to support the project.

## Relevant: The project aligns with the company's goal of data-driven strategic decision-making.

## Time-bound: Full implementation and training to be completed within 12 months.

**User journeys:**

* Current Experience: Manual data compilation, delayed reports, limited analytics leading to slower decision-making.
* Ideal Future Experience: Automated data integration, real-time analytics, customizable reports enabling quick and informed decisions.

**Assumptions:**

* Adequate internal resources and expertise are available.
* Stakeholders will actively participate in the requirement gathering and feedback process.
* The data infrastructure can integrate with the proposed BI tool.

**Compliance and privacy:**

* Ensure adherence to data protection laws (e.g., GDPR, CCPA).
* Implement data access controls and encryption.

## **Accessibility:**

## Dashboard and report designs will be accessible to users with disabilities, including color-blind-friendly palettes and screen reader compatibility.

## Training materials will be provided in multiple formats to cater to different learning preferences.

**Roll-out plan:**

* Phase 1 (0-3 months): Requirement gathering, tool selection, initial team training.
* Phase 2 (4-6 months): Data integration, dashboard creation, user testing.
* Phase 3 (7-9 months): Iterations based on feedback, additional features implementation.
* Phase 4 (10-12 months): Final roll-out, company-wide training, and handover.