Project Initiation Document

KeyNorthNet Project

Client: Sam North

1 Document Information

1.1 Document Authors

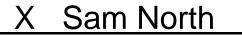| Author's Name |
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1.2 Revision History

Version	Date	Note
1.0.0	21-DEC-2017	First Draft

1.3 Document Approvals

Date: 21-DEC-2017

X   Sam North   .

Name of Client/Rep
Company Name

1.4 Document Purpose

The purpose of this document is to define the project, in order to form the basis for its management and the assessment of its overall success.

2   Project Overview

2.1 Project Description (including Project Background)

This project has been initiated since it has been recognized that SYS366 course project to support all processes and information would deliver benefits.

2.2 Positioning

2.2.1   Problem Statement

Problem of	Extended business will require centralized management system which would be able to support increased workload for employees, customer service, and balance out financial situations.
Affects	Customers, customer service, project management, finance management, and employees.
The Impact of which is	Inability to pay bills, unordered and abstract database, and overwhelming workload.
A successful solution would	Provide a centralized computer system that would handle the increase of workload and client-friendly customer database. Also, this solution would solve financial difficulty that the company is currently facing.

2.3 Stakeholders and Users

2.3.1   Stakeholders

Stakeholder	Category
Owners	Technology Adopters
Project Manager	Standard User
Customer Service Manager	Standard User
Human Resource Manager	Standard User
Finance Manager	Standard User
Technicians	Standard User
Seasonal Staff	Standard User
Inventory Manager	Standard User
Class Manager	Standard User
System Developers	Developer/Authority
Centralized Computer System	Non-Human User
Customers	Customer
Government	Authority

2.3.2 Stakeholder and User Needs

Actor	Description
Owners	- Efficient communication with employees - Business supervision - Assignment of duties employees
Project Manager	- Support project design
Finance Manager	- Process expense reports - Create profit reports - Schedule payrolls
Inventory Manager	- Ensures stock of product/equipment - Keep track of supplies level
Class Manager	- Manage classes for customers
Human Resource Manager	- Manage employees' status - Hire/Fire employees

2.3.3 Product Position Statement

For	Key North Cottage Supply
Who	Require a centralized computer system to aid in finance, customer service, and project management.
The	Centralized Computer System is an integrated management system
That	Aids in finance, customer service and project management. The new system will be able to solve workload in the process of extending company.
Unlike	Previous system has difficulty handling increased customer database, financial workload and project management.
Our product	New system provides durability, flexibility, and reliability for many years.

3 Scope of System Being Developed

Feature	Functionality of the Feature	Use Case Name
Recruit Employees	Fire and hire employees	RecruitEmployee
Submit Expense	Submit expense reports	SubmitExpenseReport
Manage Employee Information	Add, update or delete employee's information in database	ManageEmployeeInformation
Manage Office Activity	Support for efficient management regarding customer service	SupportCustomerService
Schedule Marketing Activity	Schedule marketing activities	ScheduleMarketingActivity
Maintain Equipment	Keep track of requests for equipment maintenance support	MaintainEquipment
Manage Expense	Process expense reports	ManageExpenseReport
Manage Class	Schedule classes	ManageClassSchedule
Manage Class Equipment	Manage equipment/supplies for class	MaintainClassroomSupplies

4 Design

4.1 Business Rules

Rule #	Description	Use Case Cross Reference
BR 1	Each employee has to have unique identification number which is four digits.	UC01, UC02, UC05, UC06
BR 2	An employee must have a valid SIN number.	UC02
BR 3	An employee must have a valid email.	UC02, UC06
BR 4	KeyNorthNet is the name of Centralized Computer System regarding KNCS's business.	UC01, UC02, UC03, UC04, UC05, UC06
BR 5	All employees must have an ID on KeyNorthNet which is identical with employee number.	UC01, UC02, UC03, UC04, UC05, UC06
BR 6	Permission type consists of Authority, Standard user, Customer, Technician.	UC01, UC02, UC03, UC04, UC05, UC06
BR 7	The users to be created on KeyNorthNet have to fill up the following fields as mandatory: First name, Department relation, and Permission type.	UC01, UC02, UC03, UC04, UC05, UC06

BR 8	Company credit cards may only be used for business expenses and may not be used for expenses of a personal nature.	**UC01, UC03, UC06**
BR 9	Every expense report must have identification number; identification number of expense report is generated automatically from system.	**UC01, UC03**
BR 10	Equipment should not have any defects that may cause difficulties during work.	**UC05, UC06**
BR 11	The price of the equipment should not exceed the budget of the firm.	**UC03, UC04, UC06**
BR 12	Customer's information must be valid.	**UC05, UC06**
BR 13	Customers must provide his/her identification number and phone number.	**UC05**
BR 14	Each expense must have the payment information.	**UC02, UC03, UC04,**
BR 15	Attached files are readable.	**UC03, UC04,**
BR 16	Each customer must have a request or need.	**UC05, UC06**

Signatures: **Date 22-DEC-2017**

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