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| Project Initiation Document |
| KeyNorthNet Project |
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| **Client: Sam North** |
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1. **Document Information**
   1. **Document Authors**

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* 1. **Revision History**

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| --- | --- | --- |
| Version | Date | Note |
| 1.0.0 | 21-DEC-2017 | First Draft |
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* 1. **Document Approvals**

**Date: 21-DEC-2017**

X Sam North .

Name of Client/Rep

Company Name

* 1. **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.

1. **Project Overview**
   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.

* 1. **Positioning**
     1. **Problem Statement**

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| **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. |

* 1. **Stakeholders and Users**
     1. **Stakeholders**

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| **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 |

* + 1. **Stakeholder and User Needs**

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| --- | --- |
| **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 |

* + 1. **Product Position Statement**

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| --- | --- |
| ***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. |

1. **Scope of System Being Developed**

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| **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 |

1. **Design**
   1. **Business Rules**

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| **Rule #** | **Description** | **Use Case Cross Reference** |
|  | Each employee has to have unique identification number which is four digits. | **UC01, UC02,**  **UC05, UC06** |
|  | An employee must have a valid SIN number. | **UC02** |
|  | An employee must have a valid email. | **UC02, UC06** |
|  | KeyNorthNet is the name of Centralized Computer System regarding KNCS’s business. | **UC01, UC02, UC03, UC04, UC05, UC06** |
|  | All employees must have an ID on KeyNorthNet which is identical with employee number. | **UC01, UC02, UC03, UC04, UC05, UC06** |
|  | Permission type consists of Authority, Standard user, Customer, Technician. | **UC01, UC02, UC03, UC04, UC05, UC06** |
|  | 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** |
|  | Company credit cards may only be used for business expenses and may not be used for expenses of a personal nature. | **UC01, UC03, UC06** |
|  | Every expense report must have identification number; identification number of expense report is generated automatically from system. | **UC01, UC03** |
|  | Equipment should not have any defects that may cause difficulties during work. | **UC05, UC06** |
|  | The price of the equipment should not exceed the budget of the firm. | **UC03, UC04, UC06** |
|  | Customer’s information must be valid. | **UC05, UC06** |
|  | Customers must provide his/her identification number and phone number. | **UC05** |
|  | Each expense must have the payment information. | **UC02, UC03, UC04,** |
|  | Attached files are readable. | **UC03, UC04,** |
|  | Each customer must have a request or need. | **UC05, UC06** |

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

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