BUSINESS REQUIREMENTS DOCUMENT

This document defines the needs of the clients

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Executive Summary

We want to develop a digital centralised interface for executive teams to track progress of the growth of their organisational health. We will develop one digital and dynamic interface to see all the key organisational health indicators in one place. The software solution should be completed by 14 October 2022.

There are several requirements we are looking to satisfy, including the solution being web-based, each question should have a sliding bar mechanism to capture answers, results from different employees should be combined and there should be some type of dashboard displaying results.

This document details the project objectives, a needs statement, the project scope, the requirements, the key stakeholders, and the schedule.

Project Objectives

- Develop one digital and dynamic interface to see all the key organisational health indicators in one place.
- To aid executive teams of companies to improve their organisational health/development.
- To create a more accessible questionnaire through software.
- To automate the process of tracking organisational health/development.

Needs Statement

We want to develop a digital centralised interface for executive teams to track progress of the growth of their organisational health. A software version of the organisational development/health assessment is needed for automation and simplification of the assessment process. This software is needed to make the assessment more accessible to larger groups. An automated algorithm evaluating key indicators is needed to ensure near instant feedback. The software is needed to keep track of all participating companies' assessment results for further inference and evaluation.

Project Scope

The project entails creating a web-based questionnaire containing the provided questions. The answers to these questions should be evaluated by an algorithm and then stored in a database. The results should be evaluated by taking all questionnaires of that company into account. The software should be able to display the results as it affects the key indicators. Hiho should have a separate interface to access all data in the database.

Requirements

- The questionnaire should be accessed through a link on the website.
- Visually pleasing interface with questionnaire.
- Each question should have a sliding bar (from weak to strong) that the user will use to answer.
- Multiple people should be able to answer their own questionnaire (all the same) that evaluates the same company.
- A user should be able to view the results (including graphically).
- All results should be stored (in a database).
- There should be some sort of dashboard where you can visually see the results.
- Hiho should have access to all results from all companies.
- Possible requirement: Having a WhatsApp interface for the questionnaire as well.

Key Stakeholders

- Bates Alheit & Nina Booyens: Executives approving the project and providing the development team with the questions for the questionnaire as well as the algorithm to calculate a score.
- Brian Mvukwe, Chris Langeveldt, Elizna Horn, Garryk Walker & Jana Van Niekerk: The development team creating the software solution.

Schedule

- Sprint review 1: The development team should complete all planning and the required planning documents by 18 August 2022.
- Sprint review 2: The development should have a functional basic software solution between 12 and 16 September 2022.
- Sprint review 3: The final product should be finished (this might include additional features or other implementations) between 10 and 14 October 2022.