PROJECT DOCUMENTATION

**PROJECT BRIEF**

|  |  |
| --- | --- |
| **Project:** | **Business Management System** |
| Release: | July 2022 |
| Date: | 7th  July 2022 |
|  |  |
| **PRINCE2** |  |
|  |  |
| Author: | Bhathiya Kannangara (Project Manager) |
| Owner: | Dr. Yasas Jayaweera (Project Executive) |
| Client: | Lanka Tools (PVT) Ltd. |
| Document Ref: | ProjectBriefOfBMS |
| Version No: | 1.0 |

# Project Brief History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision: 2022/07/09**

**Date of Next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 07/07/2022 |  | First issue |  |
| 08/07/2022 | 08/07/2022 | Update the Acceptance criteria and project definitions |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Dr. Yasas Jayaweeera |  | Project Executive | 2/8/2022 | 1.0 |
| Bhathiya Kannangara |  | Project Manager | 2/8/2022 | 1.0 |
| H.F Athaf |  | Client | 2/8/2022 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Bhathiya Kannangara | Project Manager | 2/8/2022 | 1.0 |
| Imanka Jayasiriwardana | Start-up Manager | 2/8/2022 | 1.0 |
| Uthpala Rajapaksha | Risk manager | 2/8/2022 | 1.0 |
| Ruwanthi Naramperuma | Scheduling Manager | 2/8/2022 | 1.0 |
| Layan Perera | Quality Manager | 2/8/2022 | 1.0 |

# 2 Table of Contents

Page

**Contents**

[1 Project Brief History 2](#_Toc108175671)

[1.1 Document Location 2](#_Toc108175672)

[1.2 Revision History 2](#_Toc108175673)

[1.3 Approvals 2](#_Toc108175674)

[1.4 Distribution 2](#_Toc108175675)

[2 Table of Contents 3](#_Toc108175676)

[Project Brief 4](#_Toc108175677)

[3 Purpose 4](#_Toc108175678)

[4 Background 4](#_Toc108175679)

[5 Project Definition 5](#_Toc108175680)

[6 Outline Business Case 6](#_Toc108175681)

[7 Customer’s Quality Expectations 6](#_Toc108175682)

[8 Acceptance Criteria 6](#_Toc108175683)

[9 Any Known Risks 7](#_Toc108175684)

# Project Brief

## 3 Purpose

The purpose of the project brief is to create and obtain the foundation of the Fully functional Business Management System for Lanka Tools (Pvt) Ltd. The following contents contained will be the key materials of the project initiation document and also the scope of the project.

This document provides toward the correct direction when it comes to the scope of the project and also this document stands as an agreement between the teams involved, in this case the project board and project manager along with the team under the project manager. Any major changes that client requests from here after will involve a change of document and a modification of this document with a new version release.

## 4 Background

Lanka Tools (PVT) Ltd is Owned by H.F Athaf and its large-scale business organization which includes wholesale, retail dealer on constructions tools and Heavy vehicle Renting. The existing business process has some major downfalls, main being the lack of man power for the paper based operation, and thus the day-to-day tasks that takes place are made complicated. The existing business process defined by multiple business functionalities are as follows,

* Employee Management
* Payroll Management
* Rental Management
* Inventory Management

Their ultimate goal is to empower the business by introducing digital platform with current technologies.

## 5 Project Definition

This project provides a fully functional Business Management System to the Lanka Tools (PVT) Ltd. The project needs to deliver a successfully running Business Management system with all the specified client requirements.

The Objective of the project are as follows:

* To identify and evaluate the existing system for existing system and their drawbacks.
* To develop Employee and payroll, rent and inventory management system
* To create user friendly User interfaces
* To create effective centralized database for the system.
* To provide the user requirement documentation.

The proposed system provides above mentioned all the functionalities. The proposed system indicates an alert, to the admin when stock runs out.

The deliverables of this project would be a desktop application with the requested by client.

There are some constrains that the project team faces in developing the system. The short time period provided to create the system due to the urgent need and need to operate can be cited as the significant constraints. There are some difficulties when collecting /sending necessary client documents due to the email delay. Another major problem is the members of the teamwork from different locations.

This system is a responsive Web application with user-friendly UI’s.

## 6 Outline Business Case

The Lanka Tools (PVT) Ltd is large scale business they have four branches around the Sri Lanka with that they have some number of employees and clients all around Sri Lanka the currently used paper based process do not fulfil their wants at the moment. Because of that they want to develop new Business management system, their main branch located in Kandy the all the business functions are managed by branch the main reason they want web-based application is they can used it any branch they want with less issue.

## 7 Customer’s Quality Expectations

There are various ways to ensure the quality of a software system. Below mentioned points are the ways to ensure the quality of the proposed Project Management System as customer expected.

* To enable ease of to all users.
* User-friendly and light weighted system.
* To ensure the forms to collect employee data could be filled properly.
* To ensure all submit and cancel buttons function as intended.
* To ensure that the data consistency, retrieval and storage functionality of the database functions without any errors.
* Follow up standards on system backup procedures to avoid data loss

## 8 Acceptance Criteria

The management system to be developed will be considered a successful one if it delivers the following features as requested by client.

**Functional Criteria**

* Ability to manage products and manage stock (stock in, Stock adjustments, Price lists, Stock out etc.).
* Ability to manage employee details and functionalities related to payroll.
* Multiple price list management
* Predefine rates and daily rate calculation in rental module
* Email Alerts and Notifications
* Report generations and export in CSV/PDF formats.

**Non-functional Criteria**

* The website must be reliable, available at any time, and easily maintainable.
* Data consistency
* The web application must be viewable on any modern web browser and any modern device, including computers, smartphones, and tablets.
* Handle large traffic with a large number of users and transactions.
* With minimum IT literacy, any user should be able to operate the system.
* Database and Application backup.

## 9 Any Known Risks

There are no risks that have found so far.