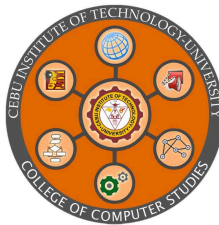




**CEBU INSTITUTE OF TECHNOLOGY**  
**UNIVERSITY**

**Business Requirements Document**  
(Guide S50 Version 1.0)  
*for*  
**Mommy Grace Sari - Sari Store**  
**Inventory Management System**  
Version 1

*Prepared for*  
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## 1. DOCUMENT REVISION LOG

Table 1 Document Revision Log

Date	Author	Version	Reason for Change

## 2. DOCUMENT REVIEWERS

Table 2 Document Reviewers

Name & Title	Role	Approval Date	Version

## 3. APPROVER & SIGNOFF

Table 3 Client Acceptor (Project Sponsor)

Name & Title	Role	Approval Date	Version
Signature:			
Signature:			
Signature:			

## 4. INTRODUCTION (Analysis Description)

### 4.1 DOCUMENT PURPOSE

The Business Requirements Document (BRD) is mainly designed to provide detailed description about the kind of Inventory Management System needed in developing a small sari-sari store business. It will capture and define the stakeholder need where details will be accurate, complete and reside merely at one abstraction level, that is free from technology Bias. Created in the Analysis phase of the project by the Business Analysis team, this BRD is written in plain business language so that every stakeholder will understand it.

Speaking on the subsequent phases of the project that is design and development, the document acts as the blueprint of the next processes. It is also the primary source for User Acceptance Testing or UAT as it is commonly known. In this BRD, it will involve all the essential stakeholders as follows: The store owner, business user, user representative, project sponsors and any other individual or company interested in the project. Its goal is to make sure that there are common understanding of what the project entails and what should be expected from all stakeholders in order to achieve the intended goal and successfully deliver the Inventory Management System.

### 4.2 DOCUMENT SCOPE

As determined during the Analysis phase of the project, the scope of this document is limited to describing the Mommy Grace Store Inventory Management System stakeholder business needs including stakeholder categories (*who*, e.g. primary and secondary users), the business data relationship map (*what*, e.g. data model), the event-response table (*when*, e.g. state diagrams), business policies (*why*, e.g. business rules), and the process map (*how*, e.g. use cases). The approved and signed version of this document will serve as the basis for subsequent phases of the project

The document covers the following key areas:

- **Stakeholder Categories (Who):** Listing out the actual user of the system which is the sari-sari store owner and any other person who might use the system including the store owner's family or the helper (secondary users).
- **Business Data Relationship Map (What):** An entity-relationship diagram that depicts all aspects of the data model regarding different aspects of the inventory items being sold, the sales transactions being made, the suppliers involved and customer records being managed.

- **Event-Response Table (When):** The event-response scenarios for key activities within the system, such as inventory updates, sales transactions, and reorder points, potentially represented through state diagrams or similar models.
- **Business Policies (Why):** An extensive account of the rules for operating the sari-sari store, which concerns the merchandising policy and system, discount policies and system, and restocking policy and system.
- **Process Map (How):** A process map or a set of use cases that indicate typical scenarios that operational in the IMS environment, for instance, adding new inventory item, make sales, generate usage report on inventory.

### 4.3 DOCUMENT INTENDED AUDIENCE

Table 4 Document Audience

Document Audience	Location
Business Owner	Business Operations/Management
End-Users( Store Staff/Family Members)	Store Operations/Day-to-Day Operations
Data Architects	IT Department/Data Management
Application Architects	IT Department/Application Design
Technical Architects	IT Department/Technical Design

### 4.4 BUSINESS ANALYSIS APPROACH

The purpose of the Analysis phase in the IMS project for the sari-sari store is to make detailed specification of the business requirements wherein the documentation to support the following phases of the project is also needed. This phase consisted of a review of information currently available and discovery of new/changed requirements of the business.

The approach included:

- **Business Analysis Planning and Monitoring:** Established the GIS project's parameters and objectives and identified all the project's stakeholders properly.
- **Elicitation:** Consulted with the owner and the staff of the store to get detailed requirements through interviews, questionnaires and JAD sessions.
- **Requirements Management and Communication:** Defined and recorded requirements with stakeholders, as well as, controlling the changes and updates.
- **Requirements Analysis:** Requirements sorted out and examined, use cases and process flows developed to understand the function of the system it is to be created for.

- **Solution Assessment and Validation:** Evaluated and approved recommendations regarding software solutions to fit the needs of the business.

The inputs to this phase included:

- **Business Case:** Justified the IMS development, highlighting expected benefits like improved inventory control.
- **Master Project Plan:** Guided analysis activities in line with the project timeline.
- **Project Charter:** Defined the project scope, objectives, and stakeholders.
- **Business Analysis Work Plan:** Provided a detailed roadmap for business analysis tasks and deliverables.

#### 4.5 REQUIREMENTS QUALITY ASSURANCE

Quality assurance for the sari-sari store's Inventory Management System (IMS) focuses on ensuring that the documented requirements meet the necessary quality standards. The following levels of review will be conducted to ensure thorough validation and alignment of the requirements:

- **BRD Peer Review:** Team members, including the store owner and staff, will review the BRD to identify any gaps or ambiguities and ensure that the requirements accurately reflect the store's needs.
- **Requirements Change Management Process:** A structured process will manage any changes to the requirements, ensuring that all modifications are documented, reviewed, and approved, keeping the IMS aligned with the sari-sari store's evolving needs.
- **Requirements Completeness Checklist:** A checklist will verify that all essential requirements for inventory management, such as stock tracking and sales reporting, are included and complete.
- **Client Participation in Requirements Acceptance and Signoff:** The store owner and key users will review and formally sign off on the requirements to ensure they meet their expectations and needs.
- **Structured Walkthrough:** A walkthrough of the finalized requirements will be conducted with stakeholders, including the store owner and staff, to validate that the requirements are thorough and meet the practical needs of the sari-sari store.



## 5. FUNCTIONAL OVERVIEW

### 5.1 PROJECT OVERVIEW

The **Inventory Management System** for the sari-sari store owned by a local mother aims to automate and optimize inventory management. Currently, the store relies on manual methods for tracking stock levels, sales, and reordering, which are time-consuming and prone to errors. These inefficiencies can lead to stock shortages, overstocking, and missed sales opportunities, affecting profitability and customer satisfaction.

The need for improvement stems from the challenges of maintaining accurate records and responding to stock changes promptly. The proposed system will address these issues by providing real-time inventory tracking, automated low-stock alerts, and detailed sales reports. This will empower the business owner to make informed decisions, reduce errors, and enhance operational efficiency. Ultimately, the system will align with the store's goal of improving profitability and ensuring long-term growth.

### 5.2 BUSINESS OBJECTIVES & BENEFITS SUMMARY

#### Primary Business Objectives:

- **Enhance Inventory Accuracy:**  
Automate inventory tracking to ensure real-time, accurate stock levels.
- **Improve Operational Efficiency:**  
Streamline inventory management and sales processes to reduce manual effort and errors.
- **Facilitate Proactive Reordering:**  
Implement automated low-stock alerts for timely replenishment.
- **Enable Data-Driven Decisions:**  
Provide comprehensive reporting on sales and inventory for informed decision-making.
- **Enhance User Experience:**  
Offer a user-friendly interface for easy system use and management.

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### 5.3 FUNCTIONAL REQUIREMENTS

Table 5 Functional Requirements

Requirement ID	Function	Requirement Statement	Must/Want	Comment
MGIMS001	Login/Logout	The System shall enable the store owner/ manager to login/logout access to secure inventory data.	MUST	
MGMIS002	Inventory Management	The system shall enable the store owner/manager to easily add new products to the inventory, update prices, or edit product details.	MUST	
MGMSI003	Stock Management	The system shall enable the store owner/manager to quickly record sales transactions, including the item sold and the amount paid.	MUST	
MGMIS004	Sales Tracking	The system shall enable the store owner/manager to easily log store expenses, such as restocking costs, rent, or utilities.	MUST	
MGMIS005	Expense Management	The system shall enable the store owner/manager to generate a simple report that shows the store's total expenses over a period of time.	MUST	
MGMIS006	Debt Management	The system shall enable the store owner/manager to manage credit and debt by keeping track of customers who owe money, along with the amounts and due dates.	MUST	

5.4 LOGICAL DATA MODEL

