

Assupol Asset Manaagement

Business Requirement Specification

This document follows on from the Project Charter and provides further detail into the business and workflow processes.

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# Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Version: | Description: | Author / Reviewer: |
| 2018/04/10 | 1.0 | Initial specification | Mfana Masimula |
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# Definitions

|  |  |
| --- | --- |
| Abbreviation / Acronym: | Description: |
| AASM | Assupol Asset Management |
|  |  |
|  |  |
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|  |  |
|  |  |

# Proposed solution

Based on the work description in the Project Charter, provide a more detailed explanation of the proposed solution.

Assupol is in the process of renewing their asset management system to be able to increase efficiency and better control of its assets throughout the company.

* The Assupol Asset Manager will enable the IT Department and HR departemetn to be able to update the asset registry and also able to manage acquistitons and disposals of assets more efficienctly.

# Business processes

Document the business processes which will be affected by this project.

## Process 1 – <process name>

### Current

<type here>

### Proposed

<type here>

## Process 2 – <process name>

### Current

<type here>

### Proposed

<type here>

## Process 3 – <process name>

### Current

<type here>

### Proposed

<type here>

# User roles and responsibilities

Describe the users or user groups in your area and their responsibilities relating to the business processes covered by this project.

<type here>

## General parties involved

<type here>

### Party 1 - Managers

Will be responsible for the allocation of assets to employees

### Party 2 - Employees

Will be allocated assets

### Party 3 – IT Department

Department responsible for allocating the assets throughout the company. Also responsible for updating the assets to the database.

## System roles

<type here>

### Role 1 - <role name>

<type here>

### Role 2 - <role name>

<type here>

### Role 3 - <role name>

<type here>

## Reporting groups

<type here>

### Group 1 - HR

IT department will have to produce reports of the inventory that has been assigned and also inventory that is in stock

### Group 2 - <group name>

<type here>

### Group 3 - <group name>

<type here>

# Interactions with other systems

Describe how this project would need to interact with other systems. List all systems.

## System 1 - <system name>

<type here>

## System 2 - <system name>

<type here>

## System 3 - <system name>

<type here>

# Replacement of legacy systems

List any existing systems (or parts of existing systems) which would be replaced by this project.

<type here>

# Business rules

List and explain the business rules that need to be catered for through this project.

<type here>

## Rule 1 – <rule name>

<type here>

## Rule 1 – <rule name>

<type here>

## Rule 1 – <rule name>

<type here>

*<****Alternative:*** *can insert table detailing rule#, rule name & rule description>*

# Workflow processes

Document any workflow processes that need to will be required for this project.

<type here>

## Workflow 1 – <workflow name>

<type here>

## Workflow 2 – <workflow name>

<type here>

## Workflow 3 – <workflow name>

<type here>

# User interface requirements

Document any specific requirements that the user interface must cater for.

<type here>

# Reporting requirements

Provide a clear brief on reporting requirements which will be provided through this project.

<type here>

## Standard reports

<type here>

## Custom reports

<type here>

# Data handling

## Data take-on

Explain how data would need to brought into the system.

<type here>

## Data retention

Explain the data retention requirements.

<type here>

## Data storage

Explain the data backup and storage requirements.

<type here>

# Security requirements

## Access control

Specify security levels that would need to be applied to users and user groups.

* Assupol Access Control Toolkit\_v3.1

## Auditing

Specify any auditing requirements that need to be supported by this project.

<type here>

# Additional requirements

Specify any other requirements not facilitated in other areas of this document.

* User login
* User registration
* Add employee
* View employee
* Edit employee
* Delete employee
* Add asset
* View employee
* Edit employee
* Delete employee
* Allocate asset to employee
* Deallocate asset to employee
* View asset list
* View employee list
* View assets per department

# Sign-off

All stakeholders specified in the Project Charter document must sign-off on this Business Requirement Specification before scoping and planning can be done.

|  |  |  |
| --- | --- | --- |
| Name: | Project Role: | Signature: |
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