Credit Union UCC-1 Analysis

The resolution presented in the given document, "Credit Union UCC-1 Analysis" is to create an Automated UCC-1 Filings Management System based on an Agile (Scrum) project framework.

The main objective is to substitute the existing manual, error-inclined, and time-consuming process with an efficient, scalable, and user-friendly automated system.

Core Solution Objectives

The automatic system is built to solve five core problem statements and provide the following capabilities:

1. Automate Management of Filings: Collect, classify, and process UCC-1 filing information automatically to prevent labour-intensive activities such as saving attachments and manually entering information into spreadsheets.

2. Scalable Large-Scale Data Management: Use SQL databases rather than unwieldy spreadsheets to store and query thousands of filings with ease without impacting performance.

3. Seamlessness for Verification: Cross-verify UCC-1 information with multiple external databases, including Loan Origination Systems (LOS), loan contracts, and title reports, for verification and reducing errors.

4. Ease of Administration: Offer a simple interface, maybe in the form of a friendly front-end like Excel, to allow a small group of people to administer the system without needing high-level technical know-how.

5. Time and Cost Saving: Minimize processing time and cost by accelerating recurring tasks, reducing time taken to correct errors, and eliminating the requirement for extra manpower.

Project Plan High Level Overview

The project is guided through five weeks by the Business Analyst (BA) with a Scrum methodology:

Week, Phase Emphasis, Main BA Activities & Deliverables are as follows

Week 1

Requirement Analysis determine specific business goals, chart the "As-Is" manual data flow, investigate UCC-1 legal requirements, and document thorough Functional and Non-Functional Requirements.

Week 2

Agile Methodologies embracing the Scrum methodology, establish detailed Sprint Goals (e.g., Sprint 1: Automation of Data Collection), develop a prioritized Product Backlog in the form of User Stories (e.g., "As a legal assistant, I want.") with acceptance criteria, and conduct Daily Stand-Ups.

Week 3

Functional Decomposition Break the automation into functional pieces (e.g., data extraction, SQL storage, external system integration). Create in-depth workflow diagrams (e.g., for email extraction) and work together on front-end mock-ups (e.g., a dashboard).

Week 4

Documentation & Deployment Prep Write technical documentation (System Architecture, API Documentation) and User Manuals. Organize Version Control (e.g., GitHub Repository) and design the Deployment Pipeline for testing and production.

Week 5

Handoff & Support Perform User Acceptance Testing (UAT) and enhance the system according to stakeholder input (e.g., implementation of a "Search by Filing Date" feature). Create Handover Documentation, perform Training Sessions, and establish a Support Framework for maintenance and issue escalation.

Final Deliverables

The project is finished with the handover of four important items:

* A Complete Automated UCC-1 Filings Management System.
* Detailed Documentation (Technical, Functional, and User Manuals).
* Trained Staff capable of operating the system.
* A defined Support Framework for ongoing system maintenance and technical issue resolution.