**INSY 5341/Section 001**

**Analysis and Design**

**Fall 2022**

**Assignment: Requirements Document**

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# **Business Requirement:**

Currently the PRU doesn't have a digital approach for operating their business. The business owner thus envisions to computerize the whole operations process. The PRU also expects that the system could improve their purchasing process, manage sales and ordering process. The client wishes that the system has a module which will enable them to manage their business customers/accounts and use relevant information for appropriate marketing.

# **Functional Requirement:**

## **Create a list of staff records and employee schedules.**

1.1 Maintain a list of all the employees working at the PRU.

1.2 Allow the system to add, delete or update the employee details including personal and professional information.

1.3 Display a calendar view for adding employee schedules that can be viewed date wise, week wise or monthly.

1.4 Enable employees to enter their future availability in the system two months in advance.

1.5 Filter the employee schedule employee-wise, allowing the business owner to view the schedule of a particular employee for a desired time frame.

1.6 Design the system to show empty slots and allow the business owner to add, delete and update the employee schedule in the same calendar.

1.7 Allow direct assignment of the employees to confirmed picnic bookings as per their availability schedule provided in the calendar.

1.8 Create a list of available locations that would be used while scheduling employees for picnics.

## **Manage the inventory with the PRU.**

2.1 Provide options in the system to manage weekly supplies of inventory.

2.2 Display the picnics scheduled for upcoming weekend, on every Monday.

2.3 Design the system to display a list of all items in stock and their availability.

2.4 Provide an option to save and display a list of items ordered for each future picnic and their quantities.

2.5 Provide options to calculate necessary quantities of ingredients for individual dishes.

2.6 Provide a menu to record and display items that are purchased ready-made by the PRU.

2.7 Allow the system to automatically identify the ingredients to be purchased.

2.8 Prepare and email purchase orders for vendors listing required ingredients and quantities.

2.9 Design the system to update the stock in inventory for returned items that are usable.

## **Create and manage the food menu listing for picnics.**

3.1 Design the system to create a list of 10 standard menus so that each menu has 2 main dishes, 3 side dishes, 2 desserts and a few beverage options.

3.2 Create a separate list for menu dishes to be maintained and added by the business owner.

3.3. Design the system to let customers choose a standard menu or a combination of different types of standard menu and add additional items from another standard menu.

3.4 Allow the system to add, delete or view the menu items or the standard menu along with the price associated with them and calculate the price per participant.

3.5 Enable the staff members to take notes on special items requested by customers that are not included in the standard menu.

3.6 Record the frequently ordered special items so that the business owner can consider adding the same in the standard menu in future.

3.7 Allow the owner to add additional discounts for securing the contract or if customer provides the items.

3.8 Add all the food menu pricing details, to be considered towards generation of final bill for customer.

## **Manage the picnic essentials module.**

4.1 Direct the staff member to the picnic essentials module after selecting the menu.

4.2 Design the system module to have a list of standard or fancy options of the non-food items and allow the staff member to select and apply these to the picnic bookings as per the client requirement.

4.3 Allow the system to let the staff member select a customized option for one or many of the selected items.

4.4 Add the customized/special item orders to the booking and apply the price later to each item depending on customer requirement and quantity.

4.5 Enable the system to label the items as ‘loaned’ or ‘purchased’, where for loaned items, add a deposit amount to the invoice and for purchased items, add the total price of those items to the invoice.

## **Book a new picnic.**

5.1 Allow the staff to create a new picnic booking by redirecting them to input all the basic information about the customer like name, address, phone number, details related to the picnic.

5.2 Enable the staff member to view a list for available dates and locations of the PRU services and proceed by selecting the one requested by the customer.

5.3 Provide an option to the staff member to confirm necessary employee availability for the requested date and move the booking further, otherwise go back and change the date/location for the booking.

5.4 Redirect the staff member to the module which collects further information regarding menu, ordering and invoice.

5.5 Prepare an unconfirmed booking list with only booking information and no payment completed.

5.6 Process the booking to the confirmed booking list once the payment is completed and update employee calendars assigned to these confirmed bookings.

## **Create customer accounts and maintain the customer communications at PRU.**

6.1 Maintain a list of companies having accounts at PRU as customers.

6.2 Enable option to reserve a booking without deposit for loyal customers.

6.3 Enable the owner to view the cost records for the customers.

6.4 Generate invoice that can be immediately sent via email or can be scheduled to be sent on a particular date and time.

6.5 Create form for survey types to collect and store information about the source through which the customer learnt about PRU.

6.6 Identify and label customers who placed picnic bookings more than 1 time as ‘repeat’ customers. Use this label to filter and send email promotions & offers to loyal customers.

6.7 Identify customers who didn’t use the PRU service through the 'unconfirmed appointment' section and enable the system to send them link to address their issues or suggestions for improvement.

6.8 Enable the system to provide different types of customized templates for both new and repeat customers that the business owner can send for marketing.

## **Create and manage the supplier accounts at PRU.**

7.1 Maintain a list of suppliers, items they supply, and their prices along with options to update these records.

7.2 Display a list of all the suppliers and their past orders.

7.3 Enable the system to use date as a parameter to check suppliers with frequent price

change and label them to allow the business owner to identify reliable suppliers.

7.4 Enable the system where the suppliers will be sanctioned on basis of their operation mode i.e., online, or offline to allow the user to make better business decisions.

7.5 Design the system to display the suppliers offering the best bargains that would help improve the profits.