BUSINESS REQUIREMENTS DOCUMENT (BRD)

Document Information

- **Document Title:** Business Requirements Document
- **Project:** dw
- **Client:** wd
- **Company:** dw
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1. EXECUTIVE SUMMARY

1.1 Project Overview

The project aims to automate certain processes and systems within dw, a company led by client wd. The primary goal is to improve efficiency and reduce manual errors.

1.2 Business Objectives

- Automate existing processes to reduce manual effort and increase productivity.
- Improve data accuracy and reduce errors.
- Enhance user experience through a more intuitive interface.

1.3 Expected Benefits

- Increased productivity and reduced manual effort.
- Improved data accuracy and reduced errors.
- Enhanced user experience and increased satisfaction.

1.4 Key Highlights

- Automation of existing processes.
- Improved data accuracy and reduced errors.
- Enhanced user experience through a more intuitive interface.

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2. PROJECT BACKGROUND

2.1 Client Information

- **Client Name:** wd
- **Company Name:** dw
- **Project Context:** dw

2.2 Current State

The current state involves manual processes and systems that are prone to errors and inefficiencies.

2.3 Problem Statement

The current manual processes and systems are time-consuming, prone to errors, and require significant manual effort.

2.4 Business Drivers

- The need to improve efficiency and reduce manual errors.
- The desire to enhance user experience through a more intuitive interface.

2.5 Project Justification

This project is necessary to address the current inefficiencies and errors in the manual processes and systems. Automation will improve productivity, accuracy, and user experience.

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3. STAKEHOLDERS

3.1 Primary Stakeholders

- **Client (wd):** As the primary stakeholder, wd will provide input and guidance throughout the project.

- **Project Manager:** Responsible for project planning, coordination, and execution.
- **Development Team:** Responsible for designing, developing, and testing the automated solution.

3.2 Secondary Stakeholders

- **Users:** Will use the automated solution and provide feedback.
- **IT Department:** Will provide technical support and maintenance.

3.3 Roles and Responsibilities

- **Client (wd):** Provides input and guidance throughout the project.
- **Project Manager:** Plans, coordinates, and executes the project.
- **Development Team:** Designs, develops, and tests the automated solution.
- **Users:** Uses the automated solution and provides feedback.
- **IT Department:** Provides technical support and maintenance.

3.4 Stakeholder Engagement Plan

- Regular project meetings with the client and stakeholders.
- Feedback sessions with users to ensure the solution meets their needs.
- Collaboration with the IT department for technical support and maintenance.

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4. BUSINESS OBJECTIVES

4.1 Primary Objectives

1. Automate existing processes to reduce manual effort and increase productivity.
2. Improve data accuracy and reduce errors.
3. Enhance user experience through a more intuitive interface.

4.2 Secondary Objectives

1. Reduce manual errors and improve data accuracy.
2. Increase user satisfaction through a more intuitive interface.
3. Improve overall productivity and efficiency.

4.3 Success Criteria

- Automate 80% of existing manual processes.

- Reduce manual errors by 90%.
- Increase user satisfaction by 95%.

4.4 Expected Outcomes

- Automated solution with improved data accuracy and reduced errors.
- Enhanced user experience through a more intuitive interface.
- Increased productivity and efficiency.

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5. FUNCTIONAL REQUIREMENTS

5.1 Core Features

- Automated process execution.
- Improved data accuracy and reduced errors.
- Enhanced user experience through a more intuitive interface.

5.2 User Stories

- As a user, I want to use the automated solution to reduce manual effort and increase productivity.
- As a user, I want to see improved data accuracy and reduced errors.
- As a user, I want a more intuitive interface to enhance my experience.

5.3 Business Rules

- All automated processes must be auditable.
- All data must be accurate and up-to-date.
- All users must have a secure and intuitive interface.

5.4 Process Flows

- Automated process execution must follow established business rules.
- Data accuracy and integrity must be maintained.
- User experience must be enhanced through a more intuitive interface.

5.5 Use Cases

- User logs into the system.
- User selects automated process to execute.

- Automated process executes with improved data accuracy and reduced errors.

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6. NON-FUNCTIONAL REQUIREMENTS

6.1 Performance Requirements

- Response times must be less than 2 seconds.
- Throughput must be able to handle 100 concurrent users.
- Capacity must be able to handle 10,000 users.

6.2 Security Requirements

- Authentication must be multi-factor.
- Authorization must be role-based.
- Data must be encrypted at rest and in transit.

6.3 Scalability Requirements

- System must be able to scale with user growth.
- System must be able to handle increased data volume.
- System must be able to handle system expansion.

6.4 Compliance Requirements

- System must comply with GDPR regulations.
- System must comply with HIPAA regulations.
- System must comply with organizational policies.

6.5 Integration Requirements

- System must integrate with existing systems.
- System must integrate with third-party services.

6.6 Usability Requirements

- System must have a user-friendly interface.
- System must be easy to navigate.
- System must provide clear and concise feedback.

6.7 Reliability and Availability

- System must be available 99.9% of the time.
- System must be able to recover from failures.
- System must have a backup and disaster recovery plan.

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7. SCOPE

7.1 In Scope

- Automation of existing processes.
- Improved data accuracy and reduced errors.
- Enhanced user experience through a more intuitive interface.

7.2 Out of Scope

- Development of new features.
- Integration with external systems.
- Security and compliance requirements.

7.3 Assumptions

- Existing manual processes will be automated.
- Data accuracy and integrity will be maintained.
- User experience will be enhanced through a more intuitive interface.

7.4 Constraints

- Limited budget and resources.
- Limited timeline for project completion.
- Technical limitations of existing systems.

7.5 Dependencies

- Existing systems and infrastructure.
- Third-party services and integrations.

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8. TIMELINE & MILESTONES

8.1 Project Timeline

The project will be completed within 12 weeks.

8.2 Key Milestones

Milestone	Description	Target Date	Status
Phase 1: Requirements Gathering	Complete requirements gathering	2025-12-19	In Progress
Phase 2: Solution Design	Complete solution design	2025-12-26	In Progress
Phase 3: Development	Complete development	2026-01-02	To Be Determined
Phase 4: Testing and Quality Assurance	Complete testing and quality assurance	2026-01-09	To Be Determined
Phase 5: Deployment	Deploy the solution	2026-01-16	To Be Determined

8.3 Phases

- Phase 1: Requirements Gathering
- Phase 2: Solution Design
- Phase 3: Development
- Phase 4: Testing and Quality Assurance
- Phase 5: Deployment

9. RISKS & MITIGATION

9.1 Identified Risks

Risk ID	Risk Description	Impact	Probability	Mitigation Strategy
R1	Technical limitations of existing systems	High	Medium	Implement additional infrastructure
R2	Limited budget and resources	High	High	Prioritize requirements and adjust scope

9.2 Risk Mitigation Strategies

- Implement additional infrastructure to address technical limitations.
- Prioritize requirements and adjust scope to address limited budget and resources.

9.3 Contingency Plans

- Identify and address technical limitations of existing systems.
- Identify and address limited budget and resources.

10. SUCCESS METRICS

10.1 Key Performance Indicators (KPIs)

KPI	Description	Target	Measurement Method
KPI 1	Automation rate	80%	Automated process execution
KPI 2	Data accuracy	99%	Automated process execution
KPI 3	User satisfaction	95%	User feedback and surveys

10.2 Measurement Criteria

- Automation rate will be measured by automated process execution.
- Data accuracy will be measured by automated process execution.

- User satisfaction will be measured by user feedback and surveys.

10.3 Acceptance Criteria

- Automation rate must be 80%.
- Data accuracy must be 99%.
- User satisfaction must be 95%.

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11. APPENDICES

11.1 Glossary