FUNCTIONAL REQUIREMENTS DOCUMENT (FRD)

Project: Process Improvement Case Study
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1. Functional Scope

This FRD defines requirements for analyzing the end-to-end workflow, identifying gaps, and proposing an optimized version of the process.

2. As-Is Process Requirements

Requirement	Description
ASIS-01	Document all workflow steps
ASIS-02	Identify redundant manual tasks
ASIS-03	Capture responsibility handoffs

3. To-Be Process Requirements

Requirement	Description
TOBE-01	Define optimized workflow
TOBE-02	Introduce automation opportunities
TOBE-03	Streamline approval layers

4. Gap Analysis Requirements

Gap	Impact
Manual steps	Higher error probability
Unclear ownership	Delays and bottlenecks
Redundant tasks	Reduced efficiency