PYTHON AUTOMATION PROJECT – DOCUMENTATION PACK

BUSINESS REQUIREMENTS DOCUMENT (BRD)

Project: Python Data Automation Script
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1. Project Overview

The purpose of this project is to automate repetitive data-cleaning and reporting tasks using Python. The automation replaces manual Excel-based work, reduces human error, and improves efficiency in generating daily/weekly reports.

2. Business Problem

Currently, data analysts and operations teams spend significant time manually:

- Cleaning raw CSV/Excel files
- Removing duplicates
- Transforming inconsistent fields
- Generating daily/weekly summaries
- Exporting final output for reporting tools
  This manual effort leads to errors, slow turnaround times, and inconsistent results.

3. Business Objectives

Objective	Description
Reduce processing time	Automate manual data-cleaning steps
Improve accuracy	Eliminate human errors in formatting and calculations
Standardize reporting	Ensure consistent output format across all cycles
Increase productivity	Allow analysts to focus on insights, not manual tasks

4. Scope

In Scope	Out of Scope
Automating data cleaning in Python	Building machine learning models
Removing duplicates and invalid rows	Creating a full ETL pipeline
Generating summary reports	Real-time automation with cloud triggers
Exporting cleaned output	API integrations

5. High-Level Requirements

Requirement ID	Description
BR-01	Python script must read raw CSV/Excel files
BR-02	Script must remove duplicates and null rows
BR-03	Script must standardize column formats
BR-04	Script must generate summary metrics
BR-05	Script must export clean output to Excel/CSV