

Business Requirement Document (BRD)

Project Title: School Management Application

Purpose of the School App

The School Management Application is a web-based system that centralises and digitises everyday school operations. Its purpose is to replace manual paperwork and multiple spreadsheets with a single platform that manages student records, attendance, timetables, exams and marks, fees, teacher workflows and parent communication. The app aims to provide timely, accurate information to stakeholders (admins, principal, teachers, parents, students, accountants) and streamline administrative tasks so school staff can focus on teaching and student development.

Business Problems

Current processes in many schools are fragmented and manual. The main problems this application will solve:

Paper-based records & spreadsheets: Multiple, inconsistent sources of truth for student/fee data.

Slow or unclear communication: Parents and teachers don't always get timely updates about attendance, marks or fees.

Inefficient attendance & exam workflows: Manual attendance registers and marks spreadsheets are error-prone and time-consuming.

Fee tracking challenges: Difficulty tracking dues, partial payments, and generating receipts.

Scheduling conflicts: Timetable and teacher allocation conflicts that need manual resolution.

Limited reporting: Hard to generate consolidated reports for principal/admins (attendance trends, fee collection, performance).

Business Goals

Provide a single source of truth for student, teacher, timetable and fee data.

Reduce administrative effort and human error in attendance, exams/marks and fee collection.

Improve parent-school communication and transparency.

Provide role-based secure access so users see only what they need.

Support basic accounting and reporting needs relevant to school operations.

Make the system easy to use on both desktop and mobile for non-technical users.

Stakeholder List:

Admin — Setup and maintain the system; manage users, classes, academic years, and global settings.

Principal — School-level oversight; review reports, approve policies and announcements.

Teacher — Mark attendance, enter marks, manage class-level content and communicate with parents.

Student — Use the system to view timetable, marks, attendance and download study material.

Parent / Guardian — Monitor child's attendance, marks and fee status; receive notifications.

Accountant — Create fee structures, manage invoices/payments, generate receipts and simple financial reports.

IT/Support (optional) — Deploy, maintain backups and provide technical support.

High-Level Features of the System:

User & Role Management — Create and manage users, roles and permissions.

Student Management — Create student profiles, assign classes, store documents.

Attendance Management — Daily marking, bulk import, attendance percentage, absence alerts.

Timetable Management — Build & publish timetables, detect conflicts.

Exam & Marks Management — Schedule exams, enter marks, generate report cards.

Fees & Payments — Define fee structures, generate invoices, record payments, receipts.

Teacher Module — Class lists, mark entry, assignments, parent communication.

Parent Portal — View child's data, download receipts, get notifications.

Reports & Dashboards — Role-specific dashboards and exportable reports.

Document Storage — Upload/download student documents and certificates.

Notifications — Email or SMS (optional) reminders for attendance/fees.
