1. Stakeholders:
   1. Administrative Assistant
   2. Employee
   3. Business Office
2. Problem with IT Solution
   1. There is a paper form that is filled out and then someone in the company has to research vendors in order to figure out if they want to use the vendor. Instead of this, the administrative assistant could continually research vendors and pre-approve all of them and keep updating the pre-approved vendor list so the employee themselves can make the order without having to wait for approval with the administrative assistant/business office
3. A goal to address this problem could be to have the administrative assistant work to research and find new vendors for each product they use in the office monthly.
4. Two SMRT objectives
   1. Employees complete all of the ordering process except for pre-approving vendors.
   2. The administrative assistant pre-approves all possible vendors and create a list of pre-approved vendors.