MinimaBasics Project Proposal

https://minimabasics.ca/

Business Background

Minima Basics is an online business that was founded in 2019, by Joanne Ly, JMSB alumni who majored in Marketing, that sells desk organizers and various other stationery. The motivation of the company is to help individuals feel organized, focused, and inspired when it comes to sitting in front of a desk or your home office. Currently, the company only has 1 person who manages all business functions such as Operations, Marketing, and Finances.

The chosen sub-systems that will be included in the scope of the project consist of:

- Receiving orders from supplier
- Sorting inventory
- Picking up orders
- Packing customer orders
- Scheduling deliveries for customer and supplier orders
- Shipping customer orders
- Tracking customer orders
- Tracking products inventory
- Processing customer payments

Known issues:

- ❖ There are frequent errors for tracking the inventory
- ❖ Picking and packing customer orders are time consuming (not efficient)
- ❖ The products are often damaged upon arrival from the supplier – business have to order and send new product to customer
  - o This causes delay in delivery dates
- ❖ Some tasks are done manually causing frequent errors and loss of accuracy

What will we do to help our client?

We will analyze the business processes through the lens of a systems analyst. We will document and analysis the company information system and the proposed system. Different methodology such as DFD Narrative, User requirements, Use Case Model and PIECE analysis will be used to provide a detailed report. Finally, we will propose improvements in the business' current information system that will bring solutions to problems and meet the user's requirements.