Business Requirements

Version #: 0.0.1

Last Revision Date: Oct 30, 2015

Easy Chits

Document Contents

1 Project Profile 5

2 Scope 7

2.1 Business Assumptions 7

2.2 Business Dependencies 7

2.3 Business Constraints 7

2.4 Issues and Risks 8

2.5 Business Context Diagram 8

2.6 Baseline Business Process (as available -From Plan Phase) 8

2.7 BRD Synopsis 9

2.8 Project Out-of-Scope 11

3 Requirements Elaboration 11

3.1 Requirement #1 (replace with requirement name & ID) 11

1. As-Is Process Flow 11

2. Requirement Statement(s) 11

4 User Experience Requirements 12

4.1 Generic Requirements 12

4.2 Information Persistence & Presentation Requirements 12

4.3 Usability 13

4.4 Navigation 13

4.5 Accessibility Requirements 13

5 System / Interface Requirements 14

6 Performance, Availability, and Scalability Requirements 14

6.1 Response Time Requirements 14

6.2 Reliability & Availability Requirements 14

3. % Availability Requirement 15

4. Maintenance Windows 15

6.3 Scalability/Capacity Requirements 15

7 Other Requirements 16

7.1 Corporate and Legal Compliance 16

5. Corporate and Legal Compliance 16

6. Statutory 16

7. Security 16

8. Privacy 16

9. Standards and Regulatory 16

10. Tax 16

11. Data Governance 16

12. Specific Technology Requirements 17

7.2 Internationalization Requirements 17

13. Languages 17

14. Localization Accountability and Funding 17

15. Market Customization 17

Revision Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version #** | **Revision Date** | **Name** | **VSTF #’s** | **Description** |
| 1.0.0 | Oct 30, 2015 | Srikanth D |  | Initial draft of requirement document |
|  |  |  |  |  |
|  |  |  |  |  |

*Green and italic text in this document is notes, and it is not related anything to project. It just contains instructions to update that respective section or things to update in future*

# Project Profile

Full project details can be found using the information or links in the table below.

|  |  |
| --- | --- |
| **General Information** | |
| **Click on the links below access to project information that is not covered in this requirements document.** | |
| Project Name | Easy chits |
| Business Context and Requirements | Insert BRD link |
| Active Risks and Issues | Insert link to SharePoint or VSTF Risk & Issue Register |
| Project Documentation | Insert link to SharePoint Information Repository |
| **Project Characteristics** | |
| **Click on the links below for instructions on determining these project characteristics** | |
| Information Classification | LBI  MBI  HBI  PII  HSPII |
| Financial Information Processing or Storage? | Yes  No |
| Data Retention Requirements? | Yes  No |
| Supported / Impacted Regions | North & Central America  South America  Europe  Middle East & Africa  Asia  South Pacific |

# Scope

We observe this in our daily lives. Managing private home based chit funds is how difficult.

“Easy chits” is a free service designed to help in managing chits, payments, transfers, and overcome paper work

Also, it provides over all payments at member level as well as group level. Pending payments from each member in overall as well as at individual group

Out-of-Scope for now:

As part of Phase 1, we are considering chit admins can use this application

Options for chit members to pay amount, view their different chits with different groups will be coming in future releases

## Business Assumptions

Application provides following features for admins to do

1. Can add a new member with his following details
   1. Name
   2. Phone number
   3. Email
   4. Address
   5. Nick name
   6. Notes
2. Can add any existing Easy chits member/ user as his friend (Will be added in phase 2)
3. Can create a group with following options
   1. Group name
   2. Total chit amount
   3. Number of months
   4. Number of members
   5. Amount to pay before chit lifting
   6. Amount to pay after chit lifting
   7. Interest rate
   8. Chit start month
   9. Chit end month
   10. Notes
4. Can add members to each group (chit)
5. Can record a payment transaction
6. View monthly payments/ collections
7. View payments/ collections at chit level
8. View member details whether he paid or not

## Business Dependencies

*Not available as of now*

## Business Constraints

*Not available as of now*

## Issues and Risks

Up-to-date project issues and risks are managed in VSTF or the project’s SharePoint repository located [<here>](https://microsoft.sharepoint.com/).

## Business Context Diagram

*Not available as of now*

## Baseline Business Process (as available -From Plan Phase)

*Not available as of now*

## BRD Synopsis

Summary of requirements that are in-scope for this project. These requirements can be organized by Scenario or Process as applicable.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ID    (VSTF Link) | Business Capability | Business / IT Service | SCENARIO / PROCESS / REQUIREEMENT (Note: Retain just one, depending on your effort’s approach) | | | KPIs /Business Value  (As applicable) | Measure to track the KPI (As Applicable) | SLA target | Instrumentation Requirement (Yes/No) | Business Impact due to unavailability |
| *Scenario ID*  *OR*  *Process ID*  *OR*  *Requirement ID* | *Specify Aligned Business Capability.* | *Specify if available/ applicable.* | Scenario -1  Scenario -2 | Process Desc-1  Process Desc-2 | Requirement -1  Requirement-2 | *Specify if applicable at this level.* | *IF KPI is applicable, please specify the measure to track the KPI.* | *Specify if applicable at this level.* | *Capture if custom instrumentation /monitoring needs to be considered (Yes/No).* | *The Information here includes loss of revenue, damage to public image, and loss of user loyalty all of which will drive requirement design.* |
| *1* |  | *Business* | *Analyze on project tool, code repository tool* |  |  |  |  | *Nov 1, 2015* |  | *Development will be delayed* |
| *2* |  | *Business* | *Discuss about technology to use* |  |  |  |  | *Nov 1, 2015* |  | *Development will be delayed* |
| *3* |  | *Development* | *Database schema discussion* |  |  |  |  | *Nov 1, 2015* |  |  |
| *4* |  | *Development* | *Create home page* |  |  |  |  |  |  |  |
| *4.1* |  | *Development* |  | *Shows high level summary with members and payments* |  |  |  |  |  |  |
| *5* |  | *Development* | *Create groups tab on home page* |  |  |  |  |  |  |  |
| *6* |  | *Development* | *Create members tab on home page* |  |  |  |  |  |  |  |
| *7* |  | *Development* | *Create member creation screen* |  |  |  |  |  |  |  |
| *8* |  | *Development* | *Create Group creation screen* |  |  |  |  |  |  |  |
| *9* |  | *Development* | *Create group summary screen* |  |  |  |  |  |  |  |
| *10* |  | *Development* | *Create member summary screen* |  |  |  |  |  |  |  |

## Project Out-of-Scope

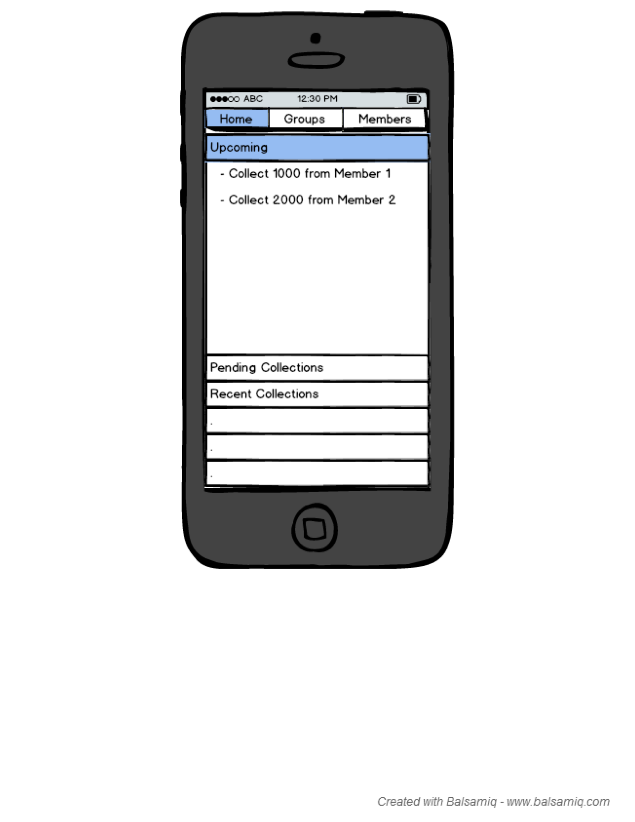
|  |  |  |  |
| --- | --- | --- | --- |
| **ID #** | **Title / Description** | **Reason Out-of-Scope** | **Target Release** |
| 1 | Chit members can’t use application | Will be introduced in phase 2 | 2 |
| 2 | Making payments through application | - | - |
| 3 | Sending reminders through application | - | - |

# Requirements Elaboration

## Requirement #1 (replace with requirement name & ID)

### As-Is Process Flow

Find attached pdf for sample screens

****

### Requirement Statement(s)

|  |  |  |
| --- | --- | --- |
| **ID#**  (VSTF link if applicable) | **Requirement Description** | **Links to Pertinent Persona(s) & Scenario(s)** |
| 1 | Admin should be able to create new group |  |
| 2 | Admin should be able to add a new member |  |
| 3 | Admin should be able to add a member to group |  |
| 4 | Admin should be able to update group settings |  |
| 5 | Admin should be able to record a payment |  |
| 6 | Admin should be able to view all payments made by each member |  |
| 7 | Admin should be able to view recorded payments in each group |  |
| 8 | Admin should be able to view pending payments in each group |  |
| 9 | Admin should be able to view list of members who’s payments are pending |  |

# User Experience Requirements

None as of now

## Generic Requirements

|  |  |
| --- | --- |
| 1. Does the final solution/application should be deployment –free for end users. (Usually, this implies a web-based solution) | Not available as of now |
| 1. Does the ‘**look and feel’** of the application/parts of the application be consistent to another application(s) in the ecosystem?    1. If yes, what is the Brand and Style guidance recommended for this application? | *Not available as of now* |
| 1. Does the application involve Modern IT scenarios? (Social, Mobile, Analytics, Cloud)   If Modern IT scenarios are involved, with respect to data how much (quantity) and how long (time) and what kind can be stored locally on a smart device? | *Not available as of now* |

## Information Persistence & Presentation Requirements

|  |  |
| --- | --- |
| 1. In the case of multi-page workflows, should the impact of user actions should be carried over to all the pages. If yes, what are the data elements and state information that should be carried across UI pages? (To inform what information needs be to restorable across session) | *Not available as of now* |
| 1. Are there any specific context considerations with regard to all messages/notifications presented to end user? (If they need error code/message code to be presented in a user friendly way? And include product or customer # etc.). Any specific considerations can be expanded at the requirement level. | *Not available as of now* |
| 1. Which of the messages should include links to corporate policy/tax policy/ disclaimer verbiage? | *Not available as of now* |
| 1. If separate but integrated systems are unavailable, what is the interaction level should the user be alerted (can be at the login stage/ some specific user operations specific to the application)? | *Not available as of now* |

## Usability

|  |  |
| --- | --- |
| Does the UI element(s) require sorting? | If yes, additionally provide the sorting options. |
| Does the UI element(s) require Filtering? | If yes, additionally provide the filtering criteria. |
| Does the UI element(s) require Pagination? | If yes, additionally provide the no. of rows per pagination?  If the options of selecting custom no. of rows be provided real-time? |
| Does the UI element(s) require tool tips/ screen tips? |  |
| Does the UI element(s) require touch enablement? Or both |  |

## Navigation

|  |  |  |  |
| --- | --- | --- | --- |
| UI element | User Action | Response | Specifications |
| Email address in Partner UI (To be shown as a hyperlink) | On Click or  by choosing keyboard shortcut | Open a new email window. | Auto populate the TO: line with partner’s email address |
| Country List | Choosing country from the list. | Embargoed countries cannot appear in the list. | Ensure compliance with MS reference data.  Need to provide, touch support along with mobile/keyboard as mobile app scenario is included. |

## Accessibility Requirements

The selected accessibility standards below should be followed when implementing the requirements contained in this document.

|  |  |  |
| --- | --- | --- |
|  | **Accessibility Standard**  **(ID & Name)** | **Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# System / Interface Requirements

|  |  |
| --- | --- |
| Will the system be used only during Redmond business users? Are there any other geographic distribution of users to be considered? Is this a v-next version expanding to new geographies? |  |
| Will the geographic expansion be phased? If yes, please provide tentative roadmap. |  |
| What are the end-user device form factors to be supported/considered?(Responsive design/supported device requirements) |  |
| What are the security constraints on end-user devices to be considered? |  |
|  |  |
| Are there systems from our contracted support vendors requiring integration? |  |
| Does the solution integrate with systems like SAP, CRM, and Payment gateways? If yes, how many concurrent users to be using the functionality and how soon users expect confirmation on such interactions? (Latency considerations) |  |
| Determine the necessary domain data references – aka MS reference data. Insert Meta data management link) Related to account hierarchy, geographic hierarchy, license hierarchy, etc. If applicable, to what upstream or Master data source will it be aligned? |  |
| What are the latency considerations if any with the domain data referenced in (8)? |  |
| Does the application involve Data migration scenarios? (application replacement, Application consolidation or compliance related) |  |
| What are the potential **Day 0** impacts? As relates to integration with COTS products like CRM, SAP. Or data pull from reference data sources like feed store, or batch pull from upstream system? |  |

# Performance, Availability, and Scalability Requirements

The Performance and Availability Requirements section defines the metrics the solution must meet across all user groups and deployments. These requirements will be utilized throughout every phase of the project lifecycle to ensure the solution is designed and delivered with high quality attributes. If there are requirements that include both the offline experience and its relationship to the online experience, or the experience as it needs to occur across various mobile other devices, these should be described as well. Examples of how these requirements will be used are:

## Response Time Requirements

The Response Time Requirement section determines what the business owner requires for response time acceptability for various transaction types, clicks, page views, etc. on various connection speeds and latency.

## Reliability & Availability Requirements

The Reliability & Availability section defines the user requirements for access to the solution. It describes the tolerance for availability versus cost. In some scenarios, 7x24x365 must be ensured regardless of cost. In other scenarios, a minimum hour downtime per day or week is acceptable in off hours to reduce the cost of solution. This section specifies the time periods that are acceptable for downtime and those where availability must exist.

### % Availability Requirement

Please review the availability standard and then indicate the availability requirement along with any changes or exceptions in this section.

### Maintenance Windows

An important aspect of system health is regular maintenance. Some maintenance activities can only be performed when the system is offline. Please indicate the hours (daily, weekly, or monthly) that the system can be brought down to perform maintenance activities.

## Scalability/Capacity Requirements

The following are pre-emptive **(not exhaustive)** to help estimate various load levels on the system. They will be used to ensure the solution will scale to the business need.

Enter “Not available” or “Not applicable” and provide information as necessary.

|  |  |
| --- | --- |
| What is the number of concurrent users active on this system at any one point in time? | Max:  Min:  Average |
| How many concurrent transactions in a given time frame is this system expected to support (e.g. orders per day, searches per minute, etc.)? | Max:  Min:  Average: |
| How many concurrent transactions from concurrent users the system expected to support? | Min:  Max:  Average: |
| What is the usage curve across timeline (e.g. typical day-week-month as appropriate)? | Min:  Max:  Average: |
| Also, identify peak timelines and users by geography or any seasonal spikes (e.g. holiday sales, quarter end, fiscal year end)?  Informs critical uptime requirements. | Standard:  Seasonal Peaks:  *E*.*g. :Every August spike in desktop OS activation due to beginning of school year )* |
| What is the physical location of your user base (e.g. Redmond, Global, specific locations etc.)? |  |
| How many new users will be added to the system over the next 90-days, 6-months, 1-years, 2-years, and 3-years\*? |  |
| *What’s the increase in transactions over the next 90-days, 6-months, 1-years, 2-years, and 3-years\*?* |  |
| *What is the current user base profile/persona wise?*  *Informs plan/validate mixed load scenarios* |  |

Note: If enhancing an existing system, it is recommended that project teams engage Service Engineering and IT OPS to determine the current capacity and availability trend.

# Other Requirements

Below are areas not directly relating to Business process functionality, but that need to be considered for the overall business requirements. Not all of these sections are applicable to all applications, but these sections serve as acknowledgement that they were considered. New requirements generated by these headings should be captured within each section and in the same format as in the other requirements sections above.

## Corporate and Legal Compliance

The Corporate and Legal Compliance section details particular requirements required to support global business, government-regulated or corporate initiatives. Below is a sample listing of the types of compliance requirements you might consider. For those that do not apply to your application, please state as such.

Begin text here...

### Corporate and Legal Compliance

### Statutory

Corporate LCA validates that these requirements are in fact “legally” mandated.

Begin text here...

### Security

Business Requirements outlining the authorization and authentication mechanisms required and any data security / restrictions necessary.

Begin text here...

### Privacy

Privacy section details specific needs around capturing, storing, presenting and reporting of privacy data to support the business process. These requirements should come directly from the Business by the Business Privacy Manager who is responsible for ensuring application and service compliance

Begin text here...

### Standards and Regulatory

If there are international, national, or industry standards (e.g., for the UI) that are important to the success of the solution they should be listed.

Begin text here...

### Tax

Corporate Tax should review countries of operation and transactions to ensure tax requirements are clearly identified for all regions.

Begin text here...

### Data Governance

to remove data if the situation arises where the data is not allowed to be used or no longer provides added benefit. Non-owned data includes all data that is rented, data purchased for a defined time-period, data under special handling or use restrictions, or any other data that may require future contact with the external source party.

Begin text here...

### Specific Technology Requirements

Indicate if there is a specific technology required as a core element of the solution or applications (such as a specific Enterprise Application, data storage or export medium, or dog-food of a specific application or platform), and if there is deviation from any standard IT policy on technology use. Enterprise Architecture (EA) has final say on any deviation from normal policy or required inclusion of specific technologies.

Begin text here...

## Internationalization Requirements

Describe globalization and localization requirements or exceptions related to the entire application. This section should summarize all requirements taken to build a globalized, localizable, and localized system or changes to the system, rather than rely on globalization and localization comments scattered throughout the document.

Depending on the needs of your business, your effort may follow only a subset of what is specified in this standard or may require entirely new set of standards to be followed. Please check with your business.

Begin text here...

### Languages

Document language requirements.

|  |  |  |
| --- | --- | --- |
| **Language** | **Country** | **Culture Code (i.e. en-US)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Localization Accountability and Funding

Indicate person(s)/group(s) accountable for the decision to localize into the languages specified above. Indicate person(s)/group(s) committed to funding associated localization costs. Provide links to archived localization decision data and explicit funding commitment(s).

Begin text here...

### Market Customization

Feature-specific market customization requirements should be documented in the corresponding section of this document. In this section, include any market-specific requirements not documented elsewhere in the document.