



# **BUSINESS REQUIREMENTS DOCUMENT**

## **Key Elements of a BRD**

- Document Control
- Introduction
- Purpose of the Document
- Project Overview
- Problem Statement
- Business Objectives
- Scope of the Project
- In Scope
- Out of Scope
- Stakeholders
- Business Requirements (High level)
- Current Process (As Is)
- Proposed Process (To Be)
- Assumptions
- Constraints
- Dependencies
- Risks
- Success Criteria
- Expected Business Benefits
- Approval and Sign Off



# **1. Document Control**

- Project Name: CBIT Super App
- Document Type: Business Requirement Document
- Prepared By: Shakeer Mohammed
- Version: 1.0
- Date: 12/02/26

## **2. Introduction**

This document describes the business requirements for developing a mobile application that integrates all college related services into a single digital platform for students, faculty, alumni, and administration of CBIT.

## **3. Purpose of the Document**

The purpose of this document is to clearly define the business needs, objectives, scope, and expected outcomes of the CBIT Super App project before moving into technical design and development.

## **4. Project Overview**

The CBIT Super App will serve as a centralized mobile application that connects students, faculty, alumni, clubs, notices, academic links, and administrative communication into one unified platform. The app will reduce scattered information across websites, notice boards, and WhatsApp groups.

## **5. Problem Statement**

Currently, CBIT information is distributed across:

- Multiple websites
- Physical notice boards
- WhatsApp groups
- Manual communication from departments
- Separate academic portals

Students often miss important notices and events due to lack of a single reliable information source.

## **6. Business Objectives**

- Provide one platform for all college services
- Improve communication between students and administration
- Digitize notices and announcements
- Increase participation in clubs and events

- Enable alumni and student industry connection
- Reduce manual dependency on paper notices

## 7. Scope of the Project

### In Scope

- College website integration
- Notices and announcements module
- Clubs and events section
- Alumni directory and request system
- Academic information links
- Student profile management
- Push notifications
- Admin panel for content updates

### Out of Scope

- Replacing existing ERP system
- Conducting online examinations
- Financial transactions like fee payment

## 8. Stakeholders

- Students
- Faculty
- College Administration
- Alumni
- Placement Cell
- Clubs and Committees
- IT Department

## 9. Business Requirements (High Level)

- Users should access all college information through a single app
- Admin should be able to post notices instantly
- Students should receive real time notifications
- Alumni should be searchable by industry and domain
- Students should request alumni guidance through the app
- Clubs should publish events and updates

## **10. Current Process (As Is)**

- Notices displayed on boards and websites
- Event information shared through posters and WhatsApp
- Alumni contact through informal networks
- Academic links scattered across portals

## **11. Proposed Process (To Be)**

- All notices published through the app
- Events managed through the clubs module
- Alumni directory available within the app
- Academic resources accessible from one dashboard
- Notifications delivered directly to users

## **12. Assumptions**

- Students and faculty have smartphones
- College IT team will support integration
- Internet access is available on campus

## **13. Constraints**

- Dependency on college data access permissions
- Budget limitations
- Data privacy rules

## **14. Dependencies**

- Support from college IT department
- Access to student and alumni data
- Website and portal link availability

## **15. Risks**

- Delay in approvals from management
- Data privacy concerns
- Low adoption by users initially

## **16. Success Criteria**

- Majority of students install and use the app
- Reduction in missed notices and events
- Increased participation in clubs
- Active alumni student interactions

## **17. Expected Business Benefits**

- Centralized information system
- Improved communication
- Stronger alumni network
- Enhanced digital presence of CBIT
- Time saving for students and faculty

## **18. Approval and Sign Off**

- Project Guide
- College IT Head
- Principal / Management Representative