SYS366 – Stakeholders Needs Worksheet

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| Team Members who worked on this: | Stephane Kamdem Kamguia |
| Group Number | 7 |

**Key Stakeholder and Users Needs**

**Functional Area: Finance**

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| **Business Process** | **Stakeholder** | **Needs in the new system** | **Features in the new System** |
| **PurchaseEquipment** | **Antoine,**  **Jie,**  **Kumar** | **When new equipment is purchased, the money spent can be reported on the computer system for Jie’s reference for later reimbursement.** | **Ji****e will be notified on her end when an new entry has been added.** |
| **PayExpenses** | **Jie,**  **Antoine,**  **Gerald,**  **Government,**  **and other**  **Employees** | **As soon as a new payment has been processed, the payment can be immediately reported by the computer system. This will automatically update the Company’s budget.** | **Jie can set up automatic checks at times of her choice to ensure the budget is where she expects at that time.** |
| **CreateInvoice** | **Susan,**  **Naheed,**  **Customer** | **Computer system can calculate the total cost of the service to charge the customer based on labour, equipment and materials.** | **Customer is emailed an invoice, the system will allow them to pay through their bank (they will have an account on the system with an associated customer id which will be used to send payments to the company).** |
| **DonateProfits** | **Antoine,**  **Jie** | **After profits have been calculated, 5% of the total profits, which is calculated by the system at the end of each month, is donated.** | **The system will automatically send 5% of profits to local schools.** |
| **CalculateProfits** | **Jie** | **Computer system can calculate profits after all reported expenses have been deducted from the company’s revenue.** | **The system will create an email detailing the profits made in that month and how it compares to previous months. The email will be sent to employees who need like to know the status of the company (such as Antoine)** |
| **Request Website changes** | **Antoine, web development company** |  |  |
| **Schedule Events/Meetings** | **Antoine, Promotional Event/Meetings** |  |  |
| **Promote summer jobs** | **Antoine, summer students** |  |  |
| **Update social media** | **Antoine, social media** |  |  |
| **Provide Blueprints** | **Gerald, customer** |  |  |
| **Schedule project details** | **Gerald** |  |  |
| **Create purchase orders** | **Gerald** |  |  |
| **Send purchase orders** | **Gerald** |  |  |
| **Plan deliveries** | **Gerald** |  |  |
| **Assess project completion** | **Gerald, customer** |  |  |
| **Submit expenses** | **Jie, Gerald** |  |  |
| **Hire trade worker** | **Gerald, Workers** |  |  |
| **Hire general labourer** | **Gerald, Workers** |  |  |
| **Review invoice** | **Jie, Gerald, Vendors, Supplier, Susan** |  |  |
| **review expense report** |  |  |  |
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