**BUSINESS REQUIREMENTS DOCUMENT**

**Project Name:** SmartClaim Reimbursement Manager

**Project Manager: Sweta**

**Date Submitted:** 2025-05-20

**Document Status:** Draft ✓Proposed Validated Approved

1. **Executive Summar**y

The SmartClaim Reimbursement Manager will enable employees to easily submit claims, managers to validate them based on pre-set policies, and finance teams to seamlessly add approved amounts to payroll. The app emphasizes transparency, compliance, and operational efficiency.

2. **Project Objectives**

* Reduce time spent on manual claim processing by 50%.
* Improve compliance with internal reimbursement policies.
* Increase employee satisfaction with reimbursement transparency.
* Enable finance to close payroll adjustments faster by 25%.

3. **Project Scope**

The project will entail a web-based tool for internal purposes which will enable employee claim submission with receipt upload when necessary. Manager approval/rejection will be based on pre-set company policies that will be achieved through an automated workflow which triggers email notifications for status updates. Finance dashboard for exporting approved claims.

4. **Business Requirements**

| **Priority Level** | **Requirements Description** |
| --- | --- |
| 1-Critical | Claims older than 30 days must be auto-rejected |
| 2-High | Create task for HR to process payroll after approval |
| 3-Moderate | Notify employee, approver, and HR at each lifecycle step |
| 4-Low | Employees must be able to submit expense claims from a simple UI |

5. **Key Stakeholders**

| **Name** | **Job Role** | **Duties** |
| --- | --- | --- |
| Project Manager | Sweta Sonulkar | Coordinate tasks, monitor progress,  stakeholder alignment, risk management |
| Business Analyst | Mercy Emuobosa | Requirement gathering, user stories, process documentation, stakeholder liaison |
| Developer | Mannat Kaur | Build forms, configure Flow Designer, write scripts |
| Developer | Arlesha Moore | Implement approval logic, dashboard setup |
| Developer | Prashant Gupta | Handle backend logic, validations, and integration |
| Quality Assurance | Melvin Ejiogu | Test all modules, regression checks, log issues |

6. **Project Constraints**

| **Constraints** | **Description** |
| --- | --- |
| Timeline | Complete three sprints within a period of three weeks |
| Team Availability | Must stick to team members schedule |
| Project Risks | May not be efficient if users do not stick to setpolicies |

7. **Cost-Benefit Analysis**

| **Cost** | **Benefits** |
| --- | --- |
| Team members time | Team members create lasting deliverables |
|  |  |