

Business Requirements Document: Monthly Reporting Optimization

1. Executive Summary

The current manual reporting process is failing to meet the EOD deadline on the 1st of the month. The primary cause is fragmented data hand-offs (Excel pivots and legacy templates) that require Finance to perform 3-4 hours of manual data normalization. This project implements a **Standardized Digital Repository** to automate validation and ensure Day 2 delivery.

2. Current State ("As-Is")

- **Process Bottlenecks:** Sales reports take 12 hours to generate, and Operations data is delayed until the 2nd.
- **Quality Issues:** Manual copy-pasting into legacy templates introduces significant error risk.
- **Technical Debt:** Password-protected shared drives prevent leadership visibility and complicate distribution.

3. Future State ("To-Be")

- **Standardized Repository:** All departments will "pull" from and "push" to a central cloud-based folder (SharePoint/Drive).
- **Locked Templates:** Use of protected Excel structures to ensure 100% template compliance at the source.
- **Shift to Validation:** Finance role transitions from manual cleanup to automated quality validation.

4. Functional Requirements

- **R1:** The system must support a central digital repository with role-based access control.
- **R2:** Templates must include data validation rules to prevent inconsistent formatting (e.g., pivot tables).
- **R3:** Automated notification or "Parallel Gateway" logic to alert Finance when both Sales and Ops data are ready for consolidation.

5. Success Metrics (ROI)

- **Efficiency:** Elimination of 3-4 hours of manual data normalization per month.
- **Timeliness:** Final report publication by EOD on the 2nd of the month.
- **Transparency:** Real-time access for leadership to the consolidated reporting folder.