

# 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.
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