Group 2

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Milestone 1

Business Rules

Purchase orders/supplier deliveries

1. Purchase Order (PO) created by employee gets approved by manager, if over a certain amount (10 K) has to get approved by owners and then sent off to the finance department for approval and then off to suppliers

2. Distributors will make orders online, through there they can check inventory as well as expected delivery dates (will have a database that contains the products and inventory), then order is verified by the distribution manager to ensure the product is there. Sends out employee to package the order and get it ready for shipment

3. The logistics coordinator will contact our distributor to adjust bottles to be delivered to every other shipment and contact marketing to advertise underperforming wines for special events.

Distribution

4. The driver must verify all deliveries, including a timestamp and digital verification of each item delivered. The warehouse supervisor will report any items missing via company email within 24 hours.

5. Creates shipping label when order is received. Provide estimation as to when the order should be received. Pack the order. Provide tracking number when orders are being sent out. Marks received and by who when shipment has been delivered.

6. All local deliveries will arrive every two weeks per the schedule confirmed one week in advance. Any schedule adjustments must be reported to the delivery company at least one week before the shipment.

7. Any wines underperforming in sales over six months must be placed on a shipment hold until marketing reevaluates; if no improvements in sales take place over the next six months, a meeting will take place to consider the next steps.

Marketing

8. The marketing team will step in to advertise any under-selling products, making that product a key focus for the following month.

Employees

9. Employees must log in at the start and end of their shift to correctly monitor working hours through the company computer only. (with our growing company, it is now outdated for employees to log their hours manually)
10. Payroll will evaluate total monthly hours. If employees consistently work overtime, the Scheduling Coordinator will accommodate extra workload with additional employees scheduled for the following week.

Employees
Employee_ID(PK)
Hours_Worked
Overtime_Worked
Total_Hours
Employee_Email
Employee_Roles

1:1 →

Scheduling
Schedule_ID(PK)
Hours_Worked
Overtime_Worked
Total_Hours

1:1 →

Payroll
Payroll_ID(PK)
Hourly_Rate
Overtime_Worked
Total_Hours
Financial_Review

Distribution
Distribution_ID(PK)
Supply Inventory
Online_Orders
Order_Amount

*:1 →

Warehouse
Warehouse_ID(PK)
Bottles
Corks
Labels
Boxes
Vats
Tubing
Supply_Inventory

1:* →

Wine
Wine_ID(PK)
Wine_Type
Wine_Year
Wine_Price

1:* ↑

Marketing
Marketing_ID(PK)
Campaign
Sales
Results