

1. Business case document

1. Why is this project initiated?

- Businesses need a system to manage stock better
- To make services faster, easier, and more accurate
- To help store owners track stock, purchases, and sales in real-time
- Customers' buying habits are changing

2. What are the current problems?

- Manual Stock Management leads to errors and delays
- Lack of real-time stock visibility, causing stockouts or overstocking
- Inefficient Purchase & Sales Tracking, making it difficult to trace transaction history
- Reports are created late and are not accurate
- Data is stored in different places, not centralized

3. With this project how many problems could be solved?

- Automatically update stock after every sale or purchase
- All stock data will be stored in one system
- Reports on stock movements will be quick and correct
- Purchases and sales will be easier to track
- Store owners will avoid running out of stock
- Reduce unnecessary stock purchases

4. What are the resources required?

Resources type

Human resources- PM, BA, Developers, Testers, Admin

Software – Database software, Stock management application

Hardware – Computer, Network, Servers

Training – teach staff how to use the application

5. How much organizational change is required to adopt this technology?

- Store staff need to shift from manual work to using the system
- Training will be provided to staff
- Some store processes will need to follow the new system flow
- The change is medium level, with proper training, it will be easy

6. Time frame to recover ROI?

- The business can recover its investment in **12 to 18 months**
- Saving money from less stock wastage
- Faster and better sales
- Less money spent on manual work and corrections

7. How to identify Stakeholders?

Internal People: Store owner/manager, Store staff, Accounts teams for reports

External People: Product Suppliers & Vendors, Customers

How to find them:

Talk to department heads

Find out who will use the system daily

2. BA Strategy

BA (Business Analyst) Strategy is the plan or approach a Business Analyst follows to understand business problems and find the best solutions that help the organization meet its goals

Step 1: Requirement Elicitation (Gathering Information)

Elicitation Techniques to Apply:

1. **Interviews** – One-on-one discussions with stakeholders.
2. **Questionnaires/Surveys** – For larger groups.
3. **Observation** – Watch how users currently work.
4. **Document Analysis** – Review existing process documents.
5. **Brainstorming** – Generate ideas and solutions.

Step 2: Stakeholder Analysis

RACI Matrix (Responsible, Accountable, Consulted, Informed)

Task	Responsible	Accountable	Consulted	Informed
Requirements gathering	BA	PM	Stakeholder	Team lead
Approve requirements	PM	Client	BA	Dev team
Sign off of UAT	Client	PM	BA	Dev team

Step 3: Documents to Prepare

- Business requirements document (BRD)
- Functional requirements document (FRD)
- Process flow diagrams
- Requirement traceability matrix (RTM)
- Change request form
- UAT test case
- Sign-off document

Step 4: Document Sign-off Process

1. Share Draft Document with Stakeholders.
2. Conduct Walkthrough Sessions to explain the document.
3. Collect Feedback and update the document.
4. Share Final Version for Approval.
5. Get formal sign-off via: Email Approval, Digital Signature, Approval through a Project Management Tool.

Step 5: Client Approvals Process

- Always send formal communication for document reviews.
- Maintain an **Approval Tracker**.
- Schedule regular meetings (weekly/bi-weekly) for document approval updates.
- For critical documents (BRD, UAT), get official email or portal-based sign-off.

Step 6: Communication Channels

- **Email** – For formal communication and approvals.
- **Meetings (Virtual/In-person)** – For requirement discussions and reviews.
- **Project Management Tools (JIRA, Trello, Asana)** – For tracking tasks, progress, and comments.
- **Status Reports (Weekly Progress Reports)** – Shared with stakeholders.

Step 7: Handling Change Requests

- Any new request/change is logged via **Change Request Form (CRF)**.
- Analyze the impact (Time, Cost, Scope, Quality).
- Get client approval on CRF.
- Update project documents (FRD, Traceability Matrix).
- Communicate approved changes to Development & Testing teams.

- Update Change Log for audit trail.

Step 9: UAT Sign-off

- Prepare **UAT Test Scenarios and Scripts**.
- Conduct UAT Sessions with Client Users.
- Document UAT Results (Pass/Fail, Bugs).
- Fix Bugs & Get Client Confirmation.
- Share **Client Project Acceptance Form** with: Project Summary, UAT Completion Report, Client Satisfaction Notes.
- Get formal **UAT Sign-off** through Email/Digital Signatures.

3. Functional Specifications Document

Project Name	Inventory management system
Customer Name	Soma retail stores
Project Version	v1.0
Project Sponsor	Mr. Karthik
Project Manager	Mr. Vamshi
Project initiation date	05- Aug-2025

Functional Requirement Specifications

Req ID	Req Name	Description	Priority
FR0001	Login	User should be able to login to the application	10
FR0002	Add products	Admin should be able to add product details like name, code and price	9
FR0003	Purchase entry	User should able to record the purchase with quantity and prices	8
FR0004	Sale entry	User should record the sales with customer name, products , quantity and price	9
FR0005	View stock levels	Should be able view the real time stocks	10

FR0006	Stock movement reports	User should be able to generate stock movements in selected dates	9
FR0007	Dashboard	System should display a dashboard with stock, purchase and sales	8
FR0008	Notification alerts	System should send alters for low stock or overstock	8
FR0009	Profits	System should calculate profits and loses	7

4. Requirement Traceability Matrix

RTM (Requirement Traceability Matrix) is a document that tracks every client requirement through design, development, and testing to ensure nothing is missed. It helps verify that all requirements are fully implemented and tested.

Req id	Req name	Description	Design	D1	T1	D2	T2	UAT
FR0001	Login	User should be able to login to the application	Yes	Pending	No	Yes	Yes	Yes
FR0002	Add products	Admin should be able to add product details like name, code and price	Yes	Pending	No	Yes	No	No
FR0003	Purchase entry	User should able to record the purchase with quantity and prices	Yes	Pending	No	Yes	No	No
FR0004	Sale entry	User should record the sales with customer name, products , quantity and price	Yes	Pending	No	Yes	No	No
FR0005	View stock levels	Should be able view the real time stocks	Yes	Pending	No	Yes	No	No
FR0006	Stock movement reports	User should be able to generate stock movements in selected dates	Yes	Pending	No	Yes	No	No

FR0007	Dashboard	System should display a dashboard with stock, purchase and sales	Yes	Pending	No	Yes	No	No
FR0008	Notification alerts	System should send alerts for low stock or overstock	Yes	Pending	No	Yes	No	No
FR0009	Profits	System should calculate profits and losses	Yes	Pending	No	Yes	No	No

5.BRD (Business requirements document)

Project Name: Stock Management System

Project ID: IMS-2025

Version ID: 1.0

Author: Navadeep

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1. Document Revisions

Date	Version number	Document change
08/08/25	1.0	Initial draft prepared

2. Approvals

Role	Name	Title	Signature	Date
Project sponsor	Karthik	Retail stores		
business owner	Priya	Operation head		
Project manager	Vamshi	Sr.PM		
System architect	Alex	Lead architect		
Development lead	Nisha varma	Devp lead		
UI/UX lead	Sri ram	UI/UX designer		
Quality lead	Sai kumar	QA lead		

3. RACI Chart

R- responsible A-accountable C- consulted I- informed

Name	Position	R	A	S	C	I
Navadeep	Business analyst	R		S	C	I
Vamshi	Project manager		A		C	I
Priya	Head				C	I
Nisha	Development lead				C	I
Alex	Architect			S		I

4. Introduction

4.1 Business Goals

To automate and optimize stock monitoring, ordering, and reporting processes to improve inventory accuracy, reduce wastage, and ensure timely product availability.

4.2 Business Objectives

- Maintain real-time inventory updates.
- Track stock levels, movements, and expiry dates.
- Automate reorder notifications.
- Generate inventory reports for management.

4.3 Business Rules

- Every product must have a unique Stock Keeping Unit (SKU).
- Minimum stock levels are predefined for each item.
- System triggers alerts when stock falls below reorder level
- Expiry date tracking is mandatory for perishable items.

4.4 Background

Currently, stock management is handled manually via spreadsheets, leading to stockouts, overstocking, and human errors. Automation will ensure accurate stock tracking and faster decision-making.

4.5 Project Objective

To implement a Stock Management System that offers real-time inventory tracking, automated reordering, and integration with existing business systems.

4.6 Project Scope

1. In Scope Functionality

- Stock entry and update
- Real-time inventory dashboard
- Automated reorder notifications
- Barcode scanning integration
- Stock movement history tracking

2. Out Scope Functionality

- Third-party vendor management portal
- Delivery/logistics tracking

5. Assumptions

- All stock items are barcoded or tagged.
- Users will receive training on the new system.
- Required hardware (barcode scanners, printers) is available.

6. Constraints

- Project budget fixed at ₹5-6 lakhs
- Must integrate with existing sales and purchase systems.
- Go-live within 5 months

7. Risks

Technological Risks: Integration challenges with legacy systems.

Skills Risks: Lack of barcode scanning expertise.

Political Risks: Resistance from warehouse staff.

Business Risks: Disruption during migration from old system.

Requirements Risks: Incomplete SKU data from departments.

8. Business Process Overview (Gap Analysis)

1. Legacy System (AS-IS)

- Stock entries updated in Excel manually
- No real-time visibility of stock levels
- Delays in identifying low stock or expired items

2. Proposed Recommendations (TO-BE)

- Real-time inventory updates via software
- Automatic low-stock alerts.
- Barcode-based stock tracking

9. Business Requirements

Functional Requirements

- Add/update/delete stock items
- Track stock in/out transactions
- Generate stock valuation reports
- Provide role-based access control

Non-Functional Requirements

- Secure login with encryption
- Mobile and desktop accessibility

10. Appendices

10.1 Acronyms

IMS – inventory management system

SKU- stock keeping unit

10.2 Glossary

Reorder Level – The stock quantity at which replenishment should be triggered

10.3 Related Documents

- Purchase Policy Document