Document A company is having manufacturing plants and warehouses in various parts of the country. They manufacture ice-cream and milk products. They want to build software to achieve two goals.

• Manage the inventory

• Quickest delivery to the customers

**Assignment 1**

1. **Business Requirements**

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| **Requirement ID** | **Requirement** | **Priority** |
| **BR001** | Real-time inventory tracking for raw materials and finished goods. | High |
| **BR002** | Alert system for low stock or expiring products. | High |
| **BR003** | Route optimization for delivery. | High |
| **BR004** | Order tracking for customers in real-time. | Medium |
| **BR005** | Integration with third-party logistics providers for delivery management. | Medium |
| **BR006** | Demand forecasting for inventory planning. | Medium |
| **BR007** | User authentication and role-based access control. | High |
| **BR008** | Integration with payment gateways for secure transactions. | Low |
| **BR009** | Data analytics and reporting on inventory and order trends. | Low |
| **BR010** | Mobile app for drivers to receive orders, routes, and status updates. | Medium |

1. **Functional Requirements**

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| **Requirement ID** | **Description** | **Priority** |
| **FR001** | System must track and update inventory in real-time. | High |
| **FR002** | Users must receive stock alerts when levels fall below defined thresholds. | High |
| **FR003** | System should generate optimized delivery routes for the shortest possible time. | High |
| **FR004** | Customer-facing portal to track orders and deliveries in real-time. | High |
| **FR005** | Allow drivers to mark orders as delivered and update delivery status. | Medium |
| **FR006** | Integration with third-party delivery services for logistics and shipment tracking. | Medium |
| **FR007** | The system should support multiple warehouses and plants. | Medium |
| **FR008** | Inventory data should be accessible by different roles based on permissions. | High |

****Subject:**** Introduction and Collaboration for Business Analysis

Dear john,

Assignment 2:

1. Write an introduction letter to a client introducing yourself as a business analyst in charge of working with the client and his team to start the business understanding process

Answer:

hope this message finds you well.

My name is sivaprasad, and I am the Business Analyst assigned to work with you and your team on the blue.com initiative. I am excited to be part of this project and look forward to collaborating with you to ensure that we fully understand your business needs and objectives.

As part of the initial phase of the project, I will be working closely with you to gather all relevant requirements, understand your business processes, and identify key areas where we can provide solutions to achieve your goals. This understanding will form the foundation for the development and implementation of a tailored solution that best suits your needs.

I would be happy to schedule an introductory meeting to discuss the project in more detail, answer any questions you might have, and outline the next steps in the business analysis process. Please let me know your availability for a brief discussion.

I am looking forward to working with you and your team to make this project a success!

Best regards,  
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