

Software Requirements, Inc.

Business Association Website

Business Requirements

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AMENDMENT HISTORY

Version	Prepared By	Date	Description
1.0	T. Reiber	4/12/2008	Requirements for a Business Association Website.

PROJECT OVERVIEW

The purpose of this Business Requirements Document (BRD) is to document the requirements for a Business Association Website.

A business organization would use a Business Association Website to promote their organization.

PROJECT SCOPE

Stakeholders

Stakeholder Name	Company	Department	Title	Contact Phone
John Jones			President – XYZ Business Association.	
Jane Jones			Vice President – XYZ Business Association	
Ted Accountant			Treasurer – XYZ Business Association	

Business Processes Affected

The following businesses are in scope:

- Contact Members
- Member Renewal
- Company / Member Lookup
- Next Meeting Lookup

The following business processes are out of scope:

- New Member Process (future release)

Systems/Applications

- Business Association Website

Assumptions/Constraints

- None

Risks

Any credit card payment should be handled in a secure way.

Related Documents

None

BUSINESS PROCESS FLOWS

Contact Members

“Current State” Process Flow

Step #	Actor	Step	Comments
1	President	Composes Letter	
2	President	Hand addresses envelopes	Via spreadsheet of association member names and addresses.
3	President	Applies stamps	
4	President	Mails letters.	

“Future State” Process Flow

Step #	Actor	Step	Comments
1	President	Logs into website “back end”	
2	President	Composes email	
3	President	“Blasts” email to all members in contact list.	

Business Requirements

RQT ID	Name	Description	Priority	Stakeholder
BAW-1	Contact List	All member addresses and emails are maintained in a contact list.	H	President
BAW-2	Newsletter	Email looks like a nicely formatted “newsletter”.	M	President
BAW-3	Attachments	Can send emails with attachments.	H	

Member Renewal

“Current State” Process Flow

Step #	Actor	Step	Comments
1	President	Composes Renewal Letter	
2	President	Hand addresses envelopes	Via spreadsheet of association member names and addresses.
3	President	Applies stamps	
4	President	Mails letters.	
5	Member	Replies with check enclosed	
6	Treasurer	Deposits check in account	
7	Treasurer	Marks member as “paid up”.	

“Future State” Process Flow

Step #	Actor	Step	Comments
1	President	Sends out renewal email	
2	Member	Clicks on link	
3	Member	Pays with credit card.	If credit card payment is successful, marks member as “paid up”.
4	Treasurer	Checks account deposits.	
5	President	Sends out follow up email if needed.	

Business Requirements

RQT ID	Name	Description	Priority	Stakeholder
BAW-4	Renewal Email	Goes out only to those members who are not paid up.	H	President
BAW-5	Secure credit card payment	Credit card payment must be secure.	H	Treasurer
BAW-6	Payment reconciliation	Must be able to inspect account and double check paid up members / payments.	H	Treasurer

Company Member / Lookup

“Current State” Process Flow

There is no current state process.

“Future State” Process Flow

Step #	Actor	Step	Comments
1	Website User	Clicks on site URL	
2	Website User	Reviews company information sorted by category.	
3	Website user	Also can review member information sorted by member.	

Business Requirements

RQT ID	Name	Description	Priority	Stakeholder
BAW-7	Company Info	The company name, address, phone, fax, email and business hours are displayed.	H	President
BAW-8	Member Info	The member’s first and last name, company info, and personal phone number, fax number, email and cell phone number are displayed.	H	President

Next Meeting Lookup

“Current State” Process Flow

There is no current state process.

“Future State” Process Flow

Step #	Actor	Step	Comments
1	Website user	Clicks on website URL	
2	Website user	Views next meeting topic, location, event time and contact information.	

Business Requirements

RQT ID	Name	Description	Priority	Stakeholder
BAW-9	Next Meeting Info	Next meeting topic, address, event start and end time, and a contact email address is displayed.	H	President
BAW-10	Next Meeting Info Maintenance	Next meeting info can be updated with contacting webmaster.	M	President

APPENDICES

Glossary

Term	Definition
Attachment	A document which is attached to an email to be sent.
Email Blast	An email that is sent to every member on the contact list.
Secure Credit Card Payment	A method of paying by credit card via a website that ensures credit card information isn't misused or stolen.
URL	Website address "www.mybusinessassociation.com"