**Live Project Waterfall – part 2**

**Document 1- Business case document**

**➢ Why is this project initiated?**

* The creation of Mutual Fund documents using the Docubuilder App is initiated to automate and streamline documentation processes involved in mutual fund setup, management and compliance reporting.
* This project aims to reduce the time spent on manual document creation, improve accuracy, ensure regulatory compliance along with the reducing of operational costs.
* The goal is to provide a centralized, secure and user-friendly platform to facilitate the rapid creation, modification and management of mutual fund documents such as prospectus, statement of additional information (SAIs) and annual/quarterly reports.

**➢ What are the current problems?**

* **Manual Document Handling:** The primary problem is that the current process for creating mutual fund documents is manual, error-prone, time-consuming and inconsistent documentation formats.
* **Regulatory Compliance Issues:** Staying compliant with changing financial regulations is cumbersome due to a lack of automated tools.
* **Inefficiency and Delays:** The time required for preparing and reviewing documents can delay fund launches and other operations resulting in lost opportunities.
* **Version Control Issues:** Multiple versions of documents can cause confusion and mistakes, as team members may not always be working with the most up-to-date information.
* **Increased Operational Costs:** Manual processes require a significant amount of administrative support, leading to higher operational costs and less focus on strategic growth.

**➢ With this project how many problems could be solved?**

This project will directly address and solve the following problems:

* **Automation of Document Creation:** The DocuBuilder app will automate the generation of required documents, reducing manual errors and saving time.
* **Regulatory Compliance Assurance:** The app will be configured to automatically reflect up-to-date regulatory standards, ensuring compliance and minimizing legal risks.
* **Streamlined Document Management:** Version control, approvals and updates will be easily managed, enhancing transparency and reducing errors.
* **Operational Efficiency:** By automating repetitive tasks, the company can reduce costs and free up resources for strategic activities such as fund management or customer acquisition.
* **Faster Time to Market:** With an automated process, the fund setup and launch times will be significantly shortened, enabling quicker response to market opportunities.

**➢ What are the resources required?**

* **Software and Technology Resource:**

1. Application software license for all required team members.
2. Integration with other system (CRM, accounting software, regulatory compliance).
3. Hardware (servers, workstations) and cloud services for document storage and processing.

* **Human Resources:**

1. Project Sponsor
2. Project Manager
3. Business Analyst
4. IT & Development Team
5. Quality Assurance and Testers
6. Legal & Compliance Officers
7. Fund Managers
8. Document Reviewers
9. Customer Support and Marketing Team
10. Trainers

* **Financial Resources:**

1. Budget for purchasing, customising and implementing DocuBuilder App.
2. Funds for Hardware, software, training and services
3. Funds for ongoing system maintenance, updates and training.
4. Funds for Third-party software evaluation, site visits, Market research and reports.

**➢ How much organizational change is required to adopt this technology?**

* Moderate Organizational change is required to adopt this technology as adopting this technology will require some changes in existing workflow.
* Employees will need to adapt to using the DocuBuilder App for document generation, client communications and compliance reporting.
* Staffs across departments will need to be trained on the new tools and processes.
* Existing processes will need to be evaluated. Some manual tasks will be eliminated or redefined.
* The organisation will need to embrace a culture of innovation and technological adoption, particularly in departments that have traditionally relied on manual methods.

**➢ Time frame to recover ROI?**

* **Short Term (1-2 years):** Initial cost savings from automating manual tasks will begin to show. Improved operational efficiency will result in quicker processing time and reduced error rates.
* **Medium Term (2-3 years):** ImprovedInvestor satisfaction will lead to higher retention rates, and potential new business could come from the improved capabilities of the platform.
* **Long Term (3-5 years):** The full-term return on investment will be realized when the system is fully integrated and operational costs are significantly reduced while handling a larger volume of transactions and clients.

**➢ How to identify Stakeholders?**

Stakeholders can be identified through the following categories:

* **Internal Stakeholders:**

1. Senior Management (To approve and fund the project).
2. IT and Development teams (to implement and maintain the system).
3. Compliance and Legal Teams (to ensure the platform meets regulatory requirements).
4. Customer Service and Marketing Teams (to improve investor communication and engagement).
5. Operations Teams (to ensure smooth processing and adoption of new workflows).
6. Business Analyst (to gather business requirements, document the necessary documents and ensure that the final solution meets business needs).
7. Testers (to perform testing on all functionalities).
8. Trainers (to develop and deliver training materials to users).

* **External Stakeholders:**

1. Investors (end users who will benefit).
2. Regulators (who will be impacted by the system’s compliance features).
3. Third-party Vendors (if applicable e.g. service providers integrated into the system).
4. Potential Investors (who may be attracted by the system’s efficiency and offerings).

**Document 2: BA Strategy**

**Write a BA approach strategy (As a business analyst, what are the steps that you would need to follow to complete a project - what elicitation techniques to apply, how to do stakeholder analysis RACI/ILS, what documents to write, what process to follow to sign off the documents, how to take approvals from client, what communication channels to establish and implement, how to handle change requests, how to update the progress of the project to the stakeholders, how to take signoff on the UAT - client project acceptance form)**

* **Steps to complete the Project:**

1. Initiation and Planning
2. Elicitation and Requirements Gathering
3. Analysis and Design
4. Development and Implementation
5. Testing and UAT
6. Project Closure

* **Elicitation Techniques to Apply:**

1. Interviews: Conduct in-depth interviews with stakeholders to gather explicit requirements and understand pain points.
2. Workshops: Hold collaborative workshops to gather requirements from multiple stakeholders and resolve conflicts early.
3. Surveys/Questionnaires: Use these for large-scale data collection when stakeholders are spread across regions or departments.
4. Observation: Observe the current workflows to identify inefficiencies and opportunities for automation.
5. Document Analysis: Analyse existing documentation to ensure that no key business requirements are missed.

* **Stakeholder Analysis:**

1. RACI Matrix –
2. Responsible (R): The person(s) who perform the work to complete a task or deliverable (e.g. Business Analyst, Developers)
3. Accountable (A): The person ultimately accountable for the correct and thorough completion of the task (e.g. Project Manager)
4. Consulted (C): People who provide input or feedback on a task (e.g. Leal, Compliance, Marketing)
5. Informed (I): People who need to be kept updated on progress or decisions (e.g. Senior Management, Investors)
6. ILS (Influence, Level of Support) –
7. Access stakeholders based on their influence (high, medium, low) and the level of support (supportive, neutral, resistant) they are likely to provide to the project.
8. Prioritize engagement strategies for each stakeholder group accordingly.

* **Documents to Write:**

1. Business Requirement Document (BRD) – Defines business needs, goals and high-level requirements.
2. Functional Requirement Document (FRD) – Specifies how the system will meet the business requirements.
3. Use Cases/User Stories - Describes how users will interact with the system and define acceptance criteria.
4. Test Cases – Detailed instructions for verifying that the system meets business and technical requirements.
5. UAT sign-off form – Formal document indicating client approval after UAT
6. Change Requests Form – Documents used to propose and manage changes to the project scope.

* **The Process to Follow to Sign Off the Documents:**

1. Drafting – Prepare a draft version of the document (BRD, FRD,UAT and Sign-Off)
2. Internal Review – Circulate the draft internally within the BA team and with relevant subject matter experts for review.
3. Stakeholder Review – Share the document with the stakeholders for feedback and input.
4. Revisions – Incorporate stakeholder feedback and revise the document accordingly.
5. Approval – Obtain formal sign-off from key stakeholders (e.g. PM, client)
6. Version Control – Maintain a version history for all approved documents.

* **How to take Approval from Clients:**

1. Initial Approval – During the initiation phase, obtain client approval on the project scope and business requirements.
2. Ongoing Approvals – As major documents (BRD, FRD, UAT) results are delivered, seek formal approval from the client. Ensure all necessary sign-offs are collected in a timely manner.
3. Final Approval – Obtain formal sign-off from the client on the final deliverable, including UAT.

* **What Communication Channels to Establish and Implement:**

1. Email communication – for formal documentation and approval.
2. Project Management Tools (e.g. Jira) – for tracking progress, issues and tasks.
3. Regular Status Meetings - Weekly or bi-weekly meetings with stakeholders to report progress and discuss issues.
4. Instant Messaging (e.g. Slack, Teams) – for quick communication and clarification between team members
5. Document Sharing Platforms (e.g. Google drive, SharePoint) – for sharing documents, tests, plans and updates.
6. Reports and dashboards

* **How to Handle Change Requests:**

1. Document the change - record the change request in a formal document, specifying the details of the change and why it is needed.
2. Access the impact – evaluate the impact of the change on scope, timeline and resources.
3. Consult Stakeholders – Review the change with relevant stakeholders to determine if it should be approved.
4. Update documentation – If the change is approved, update BRD, FRD and other relevant documents.
5. Communicate the change – notify stakeholders of the change and its potential impact.

* **How to Update the Progress of the Project to the Stakeholders:**

1. Status Reports – provide regular updates on project progress, including completed milestones, upcoming tasks and any risks or issues.
2. Meetings – schedule weekly or bi-weekly progress meetings to ensure alignment with stakeholders and address concerns promptly.
3. Dashboards/Project Management Tools – use tools like Jira or MS Project to track progress and highlight key deliverables visually.

* **How to take UAT Sign-Off (Client Project Acceptance Form):**

1. UAT Planning – coordinate with the client to schedule UAT and ensure test cases align with business requirements.
2. Execution – Monitor the execution of UAT, ensuring that it accurately reflects real-world usage.
3. Feedback Collection – collect feedback from clients and resolve the issues raised during UAT.
4. Final Approval – once UAT is completed, get a formal sign-off from the client using a Client Project Acceptance Form. This confirms that the client accepts the system and is satisfied with its functionality.

**Document 3- Functional Specifications**

|  |  |
| --- | --- |
| **Project Name** | Mutual Fund Management System |
| **Customer Name** | Morgan Stanley |
| **Project Version** | 1.0 |
| **Project Sponsor** |  |
| **Project Manager** |  |
| **Project Initiation Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Req ID** | **Req Name** | **Req Description** | **Priority** |
| FR001 | Login | The user should be able to login to the application. This should include fields for username, password and ability to reset password. | 10 |
| FR002 | Dashboard | The user should be able to see an overview of the mutual funds performance. Dashboard must refresh in real-time. | 8 |
| FR003 | Fund Data Integration | The app should allow integration with external data sources (e.g., NAV, performance data) for auto-filling documents. | 10 |
| FR004 | Audit Trail | The system must keep an audit trail of all document creation, edits, approvals, and finalizations for compliance and tracking purposes. | 9 |
| FR005 | Investment Management | The user should be able to add, update or delete investment records. | 10 |
| FR006 | Template Management | Users must be able to create, edit, and manage document templates (e.g., Prospectus, Fact Sheets, Performance Reports). | 8 |
| FR007 | Manual Data Entry | Users must be able to manually enter data (e.g., fees, allocation) in case of unavailability of external data sources. | 6 |
| FR008 | Data Validation | The system should validate entered data to ensure all required fields (e.g., NAV, performance, fees) are populated before document generation. | 8 |
| FR009 | Compliance Check | The system should perform an automated compliance check to ensure mutual fund documents meet legal and regulatory standards | 8 |
| FR010 | Approval Workflow | The app should support an approval workflow, where documents must be approved by Compliance Officers before finalization. | 7 |
| FR011 | Document Version Control | The system should maintain version control for all documents, allowing users to track changes, view previous versions, and revert if needed. | 6 |
| FR012 | Document Finalization & Export | After approval, the system should allow users to generate and export documents in formats like PDF, Word, and HTML. | 8 |
| FR013 | Document Storage | All generated documents should be securely stored in a central repository with the ability to search and retrieve by fund, date, and version. | 7 |
| FR014 | User Interface (UI) | The user interface should be intuitive and easy to navigate, requiring minimal training for all user roles. | 5 |
| FR015 | Search and Retrieval | Users should be able to search for documents based on parameters like fund name, document type, or creation date. | 6 |
| FR016 | Data Export & Distribution | The system should allow users to distribute finalized documents via email or upload them to a secure cloud storage platform (e.g., SharePoint). | 7 |
| FR017 | Document Template Customization | The system should allow users to customize templates to include specific fund information such as fund manager’s commentary, portfolio data, etc. | 5 |
| FR018 | Real-time Data Updates | The system should be capable of real-time data integration for financial data (e.g., daily NAV updates, quarterly performance). | 7 |
| FR019 | Performance Reporting | The app must allow users to generate performance reports with graphs, charts, and tables for fund performance over multiple periods. | 8 |
| FR020 | System Security | The application should provide encryption for data storage and transfer, and implement role-based access controls for document confidentiality. | 7 |
| FR021 | Scalability | The system should be able to scale to handle large volumes of documents and users, especially during periods of heavy document generation. | 6 |
| FR022 | Performance Optimization | Document generation, especially for large datasets, should be optimized for speed and efficiency. | 8 |
| FR023 | Multi-language Support | The application should support multiple languages for international users, ensuring seamless document creation across regions. | 4 |

**Document 4- Requirement Traceability Matrix**

* The Requirement Traceability Matrix (RTM) ensures that each requirement is traced through the design, development, testing, and user acceptance phases.
* This RTM ensures that each requirement is covered throughout the project lifecycle, helping track and validate the successful implementation of all features
* Each **Req ID** corresponds to a specific functional requirement (e.g., FR-001) with a detailed description.
* **Design** and **Development** phases (D1/D2) indicate the stages during which the design and development of the feature will take place.
* **Testing Phases** (T1/T2) outline the testing phases for each requirement.
* **UAT** signifies that end users will test the requirement before final approval.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Req ID** | **Req Name** | **Req Description** | **Design** | **D1** | **T1** | **D2** | **T2** | **UAT** |
| FR001 | Login | The user should be able to login to the application. This should include fields for username, password and ability to reset password. | Yes | Pending | No | Yes | Yes | No |
| FR002 | Dashboard | The user should be able to see an overview of the mutual funds performance. Dashboard must refresh in real-time. | Yes | Pending | Yes | Yes | Yes | Yes |
| FR003 | Fund Data Integration | The app should allow integration with external data sources (e.g., NAV, performance data) for auto-filling documents. | Yes | Pending | Yes | Yes | Yes | No |
| FR004 | Audit Trail | The system must keep an audit trail of all document creation, edits, approvals, and finalizations for compliance and tracking purposes. | Yes | Pending | Yes | Yes | Yes | Yes |
| FR005 | Investment Management | The user should be able to add, update or delete investment records. | Yes | Pending | Yes | Yes | No | No |
| FR006 | Template Management | Users must be able to create, edit, and manage document templates (e.g., Prospectus, Fact Sheets, Performance Reports). | Yes | Pending | Yes | Yes | No | No |
| FR007 | Manual Data Entry | Users must be able to manually enter data (e.g., fees, allocation) in case of unavailability of external data sources. | Yes | Pending | Yes | No | No | No |
| FR008 | Data Validation | The system should validate entered data to ensure all required fields (e.g., NAV, performance, fees) are populated before document generation. | Yes | Pending | Yes | Yes | Yes | No |
| FR009 | Compliance Check | The system should perform an automated compliance check to ensure mutual fund documents meet legal and regulatory standards | Yes | Pending | No | Yes | Yes | Yes |
| FR010 | Approval Workflow | The app should support an approval workflow, where documents must be approved by Compliance Officers before finalization. | Yes | Pending | No | Yes | Yes | Yes |
| FR011 | Document Version Control | The system should maintain version control for all documents, allowing users to track changes, view previous versions, and revert if needed. | Yes | Pending | No | Yes | Yes | Yes |
| FR012 | Document Finalization & Export | After approval, the system should allow users to generate and export documents in formats like PDF, Word, and HTML. | Yes | Yes | Yes | Yes | Yes | Yes |
| FR013 | Document Storage | All generated documents should be securely stored in a central repository with the ability to search and retrieve by fund, date, and version. | Yes | Pending | Yes | Yes | Yes | Yes |
| FR014 | User Interface (UI) | The user interface should be intuitive and easy to navigate, requiring minimal training for all user roles. | Yes | Pending | No | Yes | Yes | Yes |
| FR015 | Search and Retrieval | Users should be able to search for documents based on parameters like fund name, document type, or creation date. | Yes | Pending | No | Yes | Yes | Yes |
| FR016 | Data Export & Distribution | The system should allow users to distribute finalized documents via email or upload them to a secure cloud storage platform (e.g., SharePoint). | Yes | Pending | No | Yes | Yes | Yes |
| FR017 | Document Template Customization | The system should allow users to customize templates to include specific fund information such as fund manager’s commentary, portfolio data, etc. | Yes | Pending | No | Yes | Yes | Yes |
| FR018 | Real-time Data Updates | The system should be capable of real-time data integration for financial data (e.g., daily NAV updates, quarterly performance). | Yes | Pending | No | Yes | Yes | Yes |
| FR019 | Performance Reporting | The app must allow users to generate performance reports with graphs, charts, and tables for fund performance over multiple periods. | Yes | Pending | No | Yes | Yes | Yes |
| FR020 | System Security | The application should provide encryption for data storage and transfer, and implement role-based access controls for document confidentiality. | Yes | Pending | No | Yes | Yes | Yes |
| FR021 | Scalability | The system should be able to scale to handle large volumes of documents and users, especially during periods of heavy document generation. | Yes | Pending | No | Yes | Yes | Yes |
| FR022 | Performance Optimization | Document generation, especially for large datasets, should be optimized for speed and efficiency. | Yes | Pending | No | Yes | Yes | Yes |
| FR023 | Multi-language Support | The application should support multiple languages for international users, ensuring seamless document creation across regions. | Yes | Pending | No | Yes | Yes | Yes |

**Document 5- BRD**

**Document Version:** 1.0  
**Document Date:** 5 Jan, 2025  
**Prepared by:** Shashank Bansod  
**Approved by:** John Doe

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1. **Document Revisions**

|  |  |  |
| --- | --- | --- |
| **Date** | **Version** | **Document Changes** |
| 1/2/2024 | 1.0 | Initial draft of the document |

1. **Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Project Sponsor | Jack - Broadridge |  |  |
| Business Analyst | Shashank |  |  |
| Project Manager | Ajeet |  |  |
| System Architect | Saurabh |  |  |
| Development Lead | Gaurav |  |  |
| User Experience Lead | Tarun |  |  |
| Quality Lead | Ankit |  |  |
| Content Lead | Edwin |  |  |

1. **RACI Chart for this Document**

The **RASCI chart defines t**he roles and responsibilities for each task or deliverable in the project.

**Codes Used in RACI Chart**

\* Authorize Has ultimate signing authority for any changes to the document.

R - Responsible Responsible for creating this document.

A - Accountable Accountable for accuracy of this document (for example, the project manager)

S - Supports Provides supporting services in the production of this document

C - Consulted Provides input (such as an interviewee).

I - Informed Must be informed of any changes.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Project Plan** | **Requirement Gathering** | **Design & Architecture** | **Development** | **Testing** | **Deployment** | **Support** |
| **Project Manager** | A | R | C | C | C | A | I |
| **Business Analyst** | C | R | C | C | C | I | I |
| **Document Owner** | A | C | C | S | I | I | I |
| **Technical Lead** | C | C | R | R | S | C | S |
| **Content Writer** | S | S | C | C | S | I | I |
| **Compliance Officer/Legal Advisor** | I | C | C | I | I | I | I |
| **Development Team** | I | C | S | R | S | S | I |
| **QA Tester** | I | C | S | S | R | I | I |
| **End User** | I | I | I | I | I | R | I |
| **Marketing Manager** | I | I | I | I | I | I | R |

1. **Introduction**
   1. **Business Goals:**

The primary goal of this project is to automate and streamline the document management process for mutual funds using the **Docubuilder App**. The business goals include:

* Simplifying document creation and distribution
* Ensuring compliance with regulatory and reporting standards.
* Improving efficiency in document storage and retrieval.
* Enhancing transparency and communication between stakeholders (fund managers, investors, auditors).
  1. **Business Objectives:**
* To automate the generation of mutual fund documents using pre-defined templates within Docubuilder.
* To enable real-time access to all mutual fund documents and reports.
* To integrate Docubuilder with existing mutual fund management systems for seamless document workflows.
* To provide secure access to documents for stakeholders with role-based permissions.
  1. **Business Rules:**
* All generated documents must be compliant with financial industry regulations.
* Reports and statements must be available in both PDF and DOCX formats.
* The system must support multi-currency and multi-region capabilities.
* Only authorized users should be able to generate, edit, or delete sensitive documents.
* All generated documents should be stored securely in a centralized repository.
  1. **Background:**

The current manual process for generating mutual fund documents is time-consuming and prone to errors. This leads to delays in communication with investors and compliance issues. By integrating **Docubuilder**, the organization aims to automate document generation, ensuring quicker, error-free, and standardized output.

* 1. **Project Objective:**

The objective of this project is to implement an automated document management system that integrates **Docubuilder** into the existing mutual fund management platform, providing the ability to:

* Automatically generate and manage reports and documents for fund management.
* Reduce operational overhead in document creation and distribution.
* Ensure compliance and reduce errors in documentation.
* Streamline Document Review and Approval Workflows
* Improve Document Quality and Consistency
* Enable Real-Time Collaboration and Version Control
* Provide an Audit Trial and Maintain Document Integrity
* Improve User Experience and Training
  1. **Project Scope:**
     1. **In-Scope Functionality:**
* Integration of **Docubuilder** with the mutual fund system to automate document generation.
* User authentication and role-based access control for document management.
* Generation of standard document templates such as investor statements, fund performance reports, and compliance documents.
* Real-time updates for document storage and retrieval.
  + 1. **Out-Scope Functionality:**
* Changes to the underlying mutual fund management system (non-document-related functions).
* Document-related functionalities not directly tied to mutual fund operations (e.g., employee HR documents).

1. **Assumptions**

* The existing mutual fund management system is capable of integrating with third-party applications like **Docubuilder**.
* All stakeholders will have access to the required tools (computers, email, etc.) to review and approve generated documents.
* The Docubuilder App provides the necessary API and support for integration with existing systems.

1. **Constraints**

* The integration with **Docubuilder** must be completed within a 6-month timeline.
* Regulatory compliance requirements must be met within the scope of the current project.
* The document templates in **Docubuilder** must be pre-approved by the regulatory body before deployment.

1. **Risks**
   1. **Technological Risks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Risk Description** | **Likelihood** | **Impact** | **Risk Management Strategy** |
| **1** | **System Downtime / Unavailability of Docubuilder App** | Meduim | High | **Mitigate –** Ensure regular backups, monitor system health and establish plans for system outages |
| **2** | **Integration failures with external systems** | Low | High | **Transfer –** Engage third party vendors for external system integration |
| **3** | **Data loss during document creation or modification** | Low | High | **Mitigate – I**mplement version control and automatic saving features. Conduct regular data back-ups and maintain rollback capabilities. |

* 1. **Skills Risks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Risk Description** | **Likelihood** | **Impact** | **Risk Management Strategy** |
| **1** | **Lack of Expertise in Docubuilder App or Document Generation Process** | Medium | Medium | **Mitigate:** Provide training and upskill key team members. Onboard external consultants if necessary to bridge the knowledge gap. |
| **2** | **Inadequate Understanding of Legal and Regulatory Requirements** | Low | High | **Mitigate:** Engage with legal advisors early and continuously during document creation. Maintain regular checks to ensure compliance. |

* 1. **Political Risks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Risk Description** | **Likelihood** | **Impact** | **Risk Management Strategy** |
| **1** | **Resistance from stakeholders used to the manual document generation process** | Medium | Medium | **Mitigate -** Conduct stakeholder training sessions and provide clear communication about the benefits of automation. |

* 1. **Business Risks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Risk Description** | **Likelihood** | **Impact** | **Risk Management Strategy** |
| **1** | **Delays in approval of document templates from regulatory authorities** | Medium | Medium | **Mitigate -** Set clear deadlines for approval and review cycles. Automate reminders for stakeholders and ensure sufficient lead time for feedback. |
| **2** | **Changes in Regulatory Requirements for Mutual Fund Documentation** | Medium | High | **Mitigate:** Continuously monitor regulatory changes and involve compliance officers during the entire document creation process to ensure alignment. |
| **3** | **Stakeholder Misalignment on Document Content or Format** | Medium | Medium | **Mitigate:** Hold regular alignment meetings with stakeholders throughout the document creation process to confirm content and format expectations. |

* 1. **Requirements Risks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Risk Description** | **Likelihood** | **Impact** | **Risk Management Strategy** |
| **1** | **Ambiguous or unclear requirements from business or legal teams** | **High** | **High** | **Mitigate:** Engage stakeholders in detailed requirements workshops. Use structured templates and questionnaires to clarify expectations. Maintain constant communication throughout the process. |
| **2** | **Incomplete or missing functional or non-functional requirements** | **Medium** | **High** | **Mitigate:** Conduct comprehensive interviews with business users and stakeholders to gather all requirements. Ensure a thorough review and sign-off process at each stage of the requirements gathering. |
| **3** | **Frequent changes in requirements during the project, especially from legal or compliance teams** | **Medium** | **High** | **Mitigate:** Implement a formal change request process. Track requirement changes through version control and ensure changes are communicated to all relevant stakeholders. Regularly align with legal/compliance teams to avoid late changes. |

* 1. **Other Risks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Risk Description** | **Likelihood** | **Impact** | **Risk Management Strategy** |
| **1** | **Data security breaches during document storage and transmission** | Low | Medium | **Mitigate - I**mplement encryption and secure access protocols. |
| **2** | **Changes in Market Conditions or Client Expectations** | Medium | Medium | **Accept:** Acknowledge market volatility and adjust timelines or expectations where possible. Stay aligned with the client’s needs through regular meetings. |
| **3** | **Dependency on External Vendors for Legal or Compliance Input** | Medium | Medium | **Transfer:** Secure agreements and SLAs with vendors to ensure timely delivery of legal and compliance inputs. |

1. **Business Process Overview**

#### **8.1. Legacy System (AS-IS)**

The current system involves manual generation of mutual fund reports, which is labour-intensive and error-prone. Documents are created individually for each investor or regulatory report, leading to delays and inefficiencies.

#### **8.2. Proposed Recommendations (TO-BE)**

By integrating **Docubuilder** with the mutual fund system, document generation will be automated. Reports will be generated in real-time using templates, ensuring consistency, compliance, and faster distribution.

1. **Business Requirements**

**Functional Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Req ID** | **Req Name** | **Decription** | **Priority** | **Area of Functionality** | **Link to Use Case/ Reference** |
| **FR001** | Login | The user should be able to login to the application. This should include fields for username, password and ability to reset password. | 10 | User Management | [Link to Use Case] |
| **FR002** | Audit Trail | The system must keep an audit trail of all document creation, edits, approvals, and finalizations for compliance and tracking purposes. | 9 | Document Management | [Link to Use Case] |
| **FR003** | Template Management | Users must be able to create, edit, and manage document templates (e.g., Prospectus, Fact Sheets, Performance Reports). | 8 | Document Management | [Link to Use Case] |
| **FR004** | Document Version Control | The system should maintain version control for all documents, allowing users to track changes, view previous versions, and revert if needed. | 6 | Document Management | [Link to Use Case] |
| **FR005** | Approval Workflow | The app should support an approval workflow, where documents must be approved by Compliance Officers before finalization. | 7 | Workflow Management | [Link to Use Case] |
| **FR006** | Data Validation | The system should validate entered data to ensure all required fields (e.g., NAV, performance, fees) are populated before document generation. | 8 | Document Management | [Link to Use Case] |
| **FR007** | Compliance Check | The system should perform an automated compliance check to ensure mutual fund documents meet legal and regulatory standards | 8 | Compliance & Validation | [Link to Use Case] |
| **FR008** | Manual Data Entry | Users must be able to manually enter data (e.g., fees, allocation) in case of unavailability of external data sources. | 6 | Document Management | [Link to Use Case] |

**Non - Functional Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Req ID** | **Req Name** | **Decription** | **Priority** | **Area of Functionality** | **Link to Use Case/ Reference** |
| **NFR001** | System Performance and Scalability | The system should support concurrent users without significant performance degradation. | 9 | System Performance | [Link to Use Case] |
| **NFR002** | System Availability | The system should be available 99.9% of the time, with downtime limited to scheduled maintenance windows. | 9 | System Availability | [Link to Use Case] |
| **NFR003** | Compliance with Industry Standards | The system should adhere to relevant industry standards for data protection | 8 | Compliance | [Link to Use Case] |
| **NFR004** | Document Format Consistency | The system must ensure that the document formatting remains consistent across all exported versions and print formats. | 6 | Document Management | [Link to Use Case] |
| **NFR005** | Audit and Logging Capabilities | The system should provide detailed logs of user actions and document changes for security and compliance tracking. | 7 | Security & Compliance | [Link to Use Case] |

**Tracability Matrix:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Req ID** | **Req** | **Functional** | **Non-Functional** | **Design** | **Development** | **Testing** | **UAT** |
| **FR001** | Login | Yes | No | Yes | Yes | Yes | Yes |
| **FR002** | Audit Trail | Yes | No | Yes | Yes | Yes | Yes |
| **FR003** | Template Management | Yes | No | Yes | Yes Yes | Yes | Yes |
| **FR004** | Document Version Control | Yes | No | Yes | Yes | Yes | Yes |
| **FR005** | Approval Workflow | Yes | No | Yes | Yes | Yes | Yes |
| **FR006** | Data Validation | Yes | No | Yes | Yes | Yes | Yes |
| **FR007** | Compliance Check | Yes | No | Yes | Yes | Yes | Yes |
| **FR008** | Manual Data Entry | Yes | No | Yes | Yes | Yes | Yes |
| **NFR001** | System Performance and Scalability | No | Yes | Yes | Yes | Yes | Yes |
| **NFR002** | System Availability | No | Yes | Yes | Yes | Yes | Yes |
| **NFR003** | Compliance with Industry Standards | No | Yes | Yes | Yes | Yes | Yes |
| **NFR004** | Document Format Consistency | No | Yes | Yes | Yes | Yes | Yes |
| **NFR005** | Audit and Logging Capabilities | No | Yes | Yes | Yes | Yes | Yes |

### **Appendices**

#### **10.1. List of Acronyms**

* **RASCI** – Responsible, Accountable, Supportive, Consulted, Informed
* **TO-BE** – Future State (Proposed Process)
* **AS-IS** – Current State (Existing Process)
* **UAT** – User Acceptance Testing

#### **10.2. Glossary of Terms**

* **Docubuilder App:** A document automation tool used to generate standardized templates for reporting and communication.
* **Compliance Reporting:** Documents generated to ensure adherence to regulatory standards.
* **Fund Performance Report:** A document summarizing the performance of a mutual fund over a specific period.

#### **10.3. Related Documents**

* Functional Specifications Document
* System Design Document