

# BUSINESS REQUIREMENTS ANALYSIS



**Leverage your potential.**

# BUSINESS REQUIREMENTS ANALYSIS

## PURPOSE

NexusTek's Business Requirements Analysis combines the experience of professional consultants with a proven methodology to effectively analyze the business requirements, workflows and processes within your organization.

The goal of each analysis is to demonstrate to you how current business processes affect the overall organization, chart strengths and weaknesses, and identify ways to fix problem areas.

A NexusTek Business Requirements Analysis maximizes your organization's potential and clarifies requirements critical to choosing the right solution.

## PROCESS

**Current:** The first step in the Business Requirements Analysis is to determine how your organizational processes function "as is". We will review the processes and systems as they are currently in operation and document the current work and data flow.

**Goal:** The second stage of the Business Requirements Analysis is to create a "to be" scenario in which our consultants identify areas of opportunity and suggest what improvements would profit the business. The "to be" deliverable within the Business Requirements Analysis document will contain recommended changes to the existing processes to better meet the goals uncovered by the "as is" documentation, and highlight return on investment.

**Gap Analysis:** The final stage of the Business Requirements Analysis is to examine both the "as is" and the "to be" in order to document the requirements to select the best possible solution. The Gap Analysis is geared towards determining the correct level of functionality and flexibility an organization needs. The Gap Analysis will assign a priority rating to help you determine which improvements are more pressing and which can be phased in at a later time.



Once the Business Requirements Analysis document is completed, a review meeting is scheduled for us to present your organization with a written record of our findings. The Business Requirements Analysis Documentation will identify problem areas, projected goals for the organization, and how to achieve the desired state.

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## Driving Excellence

Quick, but in depth interviews are conducted to determine what currently works, what needs improvement and what steps require standardization.

The result is leveraging your company's potential.

### Financials

- ☐ Clearly define roles and tasks
- ☐ Easily generate financial reports
- ☐ Maintain best practice workflows

### Project Management

- ☐ Define project structure
- ☐ Maintain and control project budgets
- ☐ Accurately capture time & expense on projects
- ☐ Analyze and report project profitability

### CRM

- ☐ Track leads from input to close
- ☐ View customer history
- ☐ Maintain and track marketing lead generation
- ☐ Generate invoices from quotes
- ☐ Contract management

### Customer Service

- ☐ Issue Case Management
- ☐ Case management and escalation
- ☐ Internal, operational workflow
- ☐ Credit requests and approvals

### Executive Insight and Reporting

- ☐ Track departmental progress
- ☐ Measure sales performance
- ☐ View financials from anywhere at anytime
- ☐ Business Intelligence
- ☐ Analytical Processing

### IT Services

- ☐ Protect your information from security threats
- ☐ SharePoint Services
- ☐ Managed Infrastructure
- ☐ Staff Augmentation

### Human Resources

- ☐ Full Human Resources lifecycle
- ☐ Benefit and PTO tracking
- ☐ MBO and Goal Tracking
- ☐ Integration with payroll

### Manufacturing/Distribution

- ☐ Track Inventory processes
- ☐ View current work orders
- ☐ Maintain requisition management

## Deliverables

- ✓ Comprehensive document with an overview of our findings and recommendations to help you understand how the proposed solution will integrate within your existing infrastructure and how your business will benefit
- ✓ ROI assessment documentation, including IRR (Internal Rate of Return) and NPV (Net Present Value Analysis)
- ✓ Understanding, justification, and documentation to insure successful software selection

# Business Requirements Analysis

## Identified Areas of Focus

IT Solutions	CRM	Financials	Project Management	Supply Chain	Reporting and Business Intelligence
Technology Assessment	Lead Tracking	Multiple Companies	Project Structure	Requisitions	Business Intelligence Solutions
24/7 Remote Support	Service Tracking	Financial Reporting	Resource Planning	Purchasing	SharePoint Services
IT Staff Augmentation	Marketing	Multiple Currencies	Budget Control	Order Tracking	Executive Reporting
Managed and Monitored Solutions	Quotes	Accounts Payable	Billing Processes	Inventory	Web Project Management
Hardware and Servers	Sales Forecasting	Accounts Receivable	Work Breakdown Structure	Manufacturing	Operations Management Reporting
Asset Management	Marketing Campaigns	Payroll	Time & Expense Reporting	Subcontract/Outsource	
Security Analysis			Allocations & Costing	Warehousing	
Best Practices				Distribution	

## NexusTek Business Requirements Analysis

7340 E. Caley Ave., Suite 100  
Centennial, CO 80111  
Tel: 303.773.6464

## Available Options:

- Strategic multi-day engagement to be scoped out on a case by case basis.
- Rates starting at \$1400/day. Certain conditions apply.