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# Business Requirement Document

**BRD Name**: **Group Reorganization Testing (GRT) Location Compliance**

## V 1.3

## BRD No: 4

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## 1. Introduction

**1.1 Purpose**

The purpose of this document is to define the business requirement for ensuring that Group Reorganization Testing (GRT) is conducted in the same geographic location where the Personal Discussion (PD) took place. This is to maintain consistency, ensure accuracy in assessments, and improve operational efficiency.

**1.2 Scope**

This requirement applies to all Branch Managers (BMs) responsible for overseeing GRT processes within their respective branches.

**1.3 Stakeholders**

* **Branch Managers (BMs)** – Responsible for ensuring compliance.
* **Regional Managers (RMs)** – Oversee branch-level compliance.
* **Operations Team** – Monitors implementation and reports deviations.
* **IT Team** – Ensures system validations and location tracking (if applicable).
* **Audit & Compliance** – Conducts periodic checks on adherence.

**2. Business Requirements**

**2.1 Requirement Statement**

* **Branch Managers must ensure that Group Reorganization Testing (GRT) is conducted in the same geographic location where the Personal Discussion (PD) took place.**

**2.2 Justification**

* **Ensures consistency in assessments** – Conducting GRT at the same location as PD ensures that external factors remain constant.
* **Improves logistical efficiency** – Reduces discrepancies caused by geographical variations.
* **Enhances compliance and accountability** – Minimizes operational risks by enforcing uniform processes.

**2.3 Functional Requirements**

| **ID** | **Requirement Description** | **Priority** | **Owner** |
| --- | --- | --- | --- |
| BR-001 | Validate that GRT is scheduled at the same location as PD | High | Branch Managers |
| BR-002 | Implement a tracking mechanism (if needed) to verify location compliance | Medium | IT Team |
| BR-003 | Generate compliance reports on GRT location adherence | High | Operations Team |
| BR-004 | Establish an escalation process for non-compliance cases | Medium | Audit & Compliance |

**3. Acceptance Criteria**

* GRT sessions must occur in the same geographic location where the corresponding PD took place.
* Any exception to this rule requires documented justification and approval from Regional Managers.
* Monthly reports must be generated to track adherence to the requirement.

**4. Constraints & Assumptions**

* Assumes that geographic locations are well-defined and documented within the system.
* Branch Managers have access to scheduling tools to track PD and GRT locations.
* Any system enhancements required for tracking will be handled by the IT team.

**5. Risks & Mitigation**

| **Risk** | **Impact** | **Mitigation** |
| --- | --- | --- |
| BMs may overlook compliance | High | Implement automated reminders and validation checks |
| System limitations in tracking locations | Medium | Develop enhancements to capture PD and GRT locations |
| Exceptions may lead to inconsistencies | Medium | Require Regional Manager approvals for deviations |

**6. Dependencies**

* System capabilities to track and validate PD and GRT locations.
* Training for BMs on the new compliance requirement.