

BRD - Business Requirements Document

**Signoff and Review History**

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| --- | --- | --- | --- |
| **Project Role** | **Name** | **Signature** | **Date** |
| Business Project Leader |  |  |  |
| IT Project Leader |  |  |  |
| Business Project Coordinator |  |  |  |
| Local IT Business Analyst |  |  |  |
| Power User |  |  |  |
| IT Development Manager |  |  |  |
| Developer |  |  |  |
| Technical Lead |  |  |  |
| Infrastructure Lead |  |  |  |

**Document Information and Revision History**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Revision Notes** |
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# INTRODUCTION

## Change Request Details

## Change Request ID & Name:

95914

713 -Survey of e-mails

## Priority (Very High, High, Medium and Low) :

Medium

## Date Needed:

6 February 2012

## Reason for Change & Change Details

* Why is it needed? What is the business impact? (What is the business benefit if we have this change and consequence of not having this change)
* What is the workaround if we do not have this change? /
* Impacted functional area (State if any other functionalities are impacted by the change)
* Dependency (State if any other change is required as a prerequisite)

## References

## Assumptions and Constraints & Risks

## Assumptions

## Constraints and Risks

# Requirements

# User Requirements

# Exception Handling

# Current Functionality & Process

# New Functionality & Process

# Data Flow Diagrams

# Additional Templates & Functional Comments

# Data Conversion Requirements

# APPENDIX & GLOSSARY