**Business Requirements**

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| **Company Name** | **Date** |
|  |  |
| **Project Name** | **Created By** |
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| **Executive Summary** | * Briefly note the key points of the business requirements document. |

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| **Business Objectives** | * Describe what is expected to be achieved by the completion of the project using SMART (specific, measurable, achievable, relevant and time-specific) goals. |

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| **Needs Statement** | * Explain the problem or opportunity and how the project will address it. |

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| **Project Scope** | * List the specific goals of the project, including all tasks, deliverables, costs and deadlines, plus the team that will execute the project. |

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| **Requirements** | * Describe every action, listed by priority and critical importance, which must be completed to successfully deliver the project. |

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| **Project Stakeholders** | * Note the key stakeholders, including any team members, project managers, executives and clients. |

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| **Project Schedule** | * Indicate the project timeline, from start to finish, including necessary resources. |

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| **Cost-Benefit Analysis** | * Calculate and compare the estimated costs and benefits of the project. |

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| **Project Constraints** | * Include potential project restrictions, such as risks, team availability, resources, dependencies, deadlines and budget. |