APPENDIX B AN EXAMPLE OF BRD TEMPLATE

Business Requirements Document

Project Sponsor _____

Project No:_____

Priority:_____

Target Date: _____

Approved By: _____   Date_____
                  Name, Line of Business Unit

Approved By: _____   Date_____
                  Name, Line of Business Unit

 Prepared By: _____   Date_____

                                              Version No:_____

B.1 BUSINESS REQUIREMENTS DOCUMENT TABLE OF CONTENTS

1. Version Control
   - Revision History
   - Responsible, Accountable, Consulted, and Informated (RACI) or BRD Process Chart
2. External References
3. Glossary
4. Executive Summary
   - Overview
   - Background
   - Objectives
   - Requirements
   - Proposed Strategy
5. Product/Solution Scope
   - Included in Scope
   - Excluded from Scope
   - Constraints
6. Business Case
7. Business Services and Processes
   - Impact of Proposed Changes on Business Services and Processes
   - Business Service and Process Overview Diagrams
   - Business Process Workflow Requirements
   - Business Service Level (Nonfunctional) Requirements
8. Roles and Responsibilities
   - All Parties
   - Business Owners or Sponsors
   - Other Systems
   - Role Map
9. Business Rules
10. State Diagrams
11. Cloud Resource Requirements
    - User Requirements
    - User Task Overview Diagram
    - User Task Descriptions
    - Cloud Service Level (Nonfunctional) Requirements
    - System State Requirements
    - Testing State
    - Disabled State
    - Static Model
    - Static Model: Diagrams
    - Multiplicity Rules Table
    - Entity Documentation

12. Test Plan
- Quality Assurance Responsibilities
- QA Standards and Guidelines
- Review and Audit Plan
- Quality Records
- Tools, Techniques, and Methodologies
- Testing Activities
- Preparatory Activities
- White-Box Testing
- "Fit for Purpose" Testing
- Nonfunctional Testing
- User-Acceptance Testing

13. Deployment Plan
- Training
- Conversion
- Scheduling of Jobs
- Rollout

14. End-User Procedures

15. Post-Implementation Follow-Up

16. Other Issues

17. Sign-Off