Business Requirements Document (BRD) – Agile SaaS Feature Delivery

Altus Digital Solutions Pvt. Ltd.

Hyderabad, India | +91-9XXXXXXXXX | Website

Agile Project Coordination – SaaS Feature Delivery

<*Prepared by:* *Deepali. T*>

<*Position:* *Project Coordinator/ PMO Analyst*>

<*Date:* *05 July 2024*>

Document History				
Revision	**Approved by**	**Revision Date**	**Description**	**Author**
v1.0	Project Manager	05-Jul-2024	Initial BRD drafted for Agile SaaS feature delivery	Deepali Tipirneni
v1.1	Product Owner	08-Jul-2024	Updated functional requirements and risk analysis	Deepali Tipirneni

Project Brief

🌟 This includes an overview of the project, brief details, goals, and aspirations.

🗒️ Executive Summary

This Business Requirements Document (BRD) defines the business needs, scope, and functional requirements for coordinating the delivery of a SaaS feature using Agile practices.

The objective of this initiative is to improve sprint execution visibility, cross-team coordination, and delivery predictability by standardizing project tracking, reporting, and dependency management across development, QA, and UAT teams.

This BRD is intended for project stakeholders including Product Owners, Project Managers, Engineering, QA teams, and PMO leadership to ensure alignment on delivery goals, responsibilities, and success criteria.

📋 Project Description

The Agile Project Coordination - SaaS Feature Delivery project focuses on supporting the end-to-end delivery of a SaaS feature through structured sprint planning, Jira tracking, weekly PMO reporting, and risk management.

Currently, project updates, risks, and dependencies are tracked inconsistently across teams, leading to reduced visibility and delayed decision-making. This project addresses those challenges by implementing standardized coordination practices and documentation.

🚗 Project Drivers

Driver	Description	Desired Output
Delivery Visibility	Limited real-time visibility into sprint progress	Centralized sprint tracking and reporting
Process Efficiency	Manual and inconsistent status reporting	Standard weekly status reports

Risk Management	Risks identified late in delivery cycles	Proactive RAID tracking

📍 Project Scope

This project focuses on coordinating the Agile delivery of a SaaS feature through structured planning, tracking, reporting, and risk management activities.

Objectives

- Improve visibility into sprint progress and delivery health
- Ensure timely coordination between development, QA, and UAT teams
- Proactively identify and manage risks, issues, and dependencies
- Provide clear, stakeholder-ready status reporting

Tasks

- Coordinate sprint planning and execution activities
- Track features, tasks, and defects in Jira
- Maintain RAID logs (Risks, Assumptions, Issues, Dependencies)
- Prepare and circulate weekly project status reports
- Support UAT coordination and defect tracking
- Document meeting minutes (MoM) and follow up on action items

Deliverables

- Weekly Project Status Report (Excel)
- RAID Log (Risks, Assumptions, Issues, Dependencies)
- Jira Board with sprint tasks, features, and defects
- UAT defect tracking and closure reports
- Stakeholder presentations and MoM documentation

Costs

- This is an **internal simulation project**; no direct financial budget is tracked
- Effort costs are limited to internal team coordination and reporting activities
- Tool usage includes Jira, Excel, and PowerPoint (no additional licensing costs)

Deadlines

- Sprint duration: **2 weeks**
- Weekly status reporting cadence
- UAT execution aligned to sprint completion
- Target feature delivery: **within planned sprint timelines**

BUSINESS REQUIREMENTS DOCUMENT FOR Agile Project Coordination

Project Requirements

✅ The subpage is dedicated to the project requirements. This includes the necessary elements needed to come up with the project's success.

⚒️ Functional Requirements

Requirement	Description	Priority
Sprint task & workflow tracking	The system must allow teams to create, assign, and track sprint tasks across defined workflow stages (To Do, In Progress, Review/Testing, Done) to monitor delivery progress.	○ **High** ● **Mid** ● **Low**
Risk, Issue & Dependency management (RAID)	The system must support logging, updating, and tracking risks, issues, assumptions, and dependencies with ownership and status to proactively manage delivery impacts.	● **High** ● **Mid** ○ **Low**
Weekly project status reporting	The system must enable consolidation of sprint progress, milestones, risks, and upcoming work into a standardized weekly status report for stakeholders.	● **High** ○ **Mid** ● **Low**

🎨 Non-Functional Requirement

💡 Below the project's non-functional requirements.
The general characteristics of a system are described by **non-functional requirements**. They go by the name of qualitative qualities as well.

Requirement	Description	Priority
Performance & responsiveness	The system must load dashboards, Jira boards, and reports within acceptable response times to support daily sprint tracking and stakeholder reviews without delays.	○ **Consider Done** ● **Future Work**

Data accuracy & consistency	Project data (tasks, statuses, risks, and milestones) must remain consistent across Jira, RAID logs, and status reports to ensure reliable decision-making.	○ **Consider Done** ● **Future Work**
Usability & accessibility	The system must be easy to use for cross-functional teams (PMs, developers, QA, stakeholders) with minimal training, enabling quick adoption and efficient collaboration.	● **Consider Done** ○ **Future Work**

Project Factors

🧰 This subpage is dedicated to the project's materials, resources, and schedule.
Project constraints are the overall restrictions on a project, such as time, money, and risk.

👥 Stakeholders

Name: John Smith
Position: Project Head
Email: email@clickup.com
Phone: +1 555 205 1234

- The overall supervisor of the project

Name: Michael Sun
Position: Project Engineer
Email: email@clickup.com
Phone: +1 555 205 1234

- Head engineer of the project

Name: Susan Moon
Position: Consultant
Email: email@clickup.com
Phone: +1 555 205 1234

- 3rd party consultant for the project

💰 Budget

💡 This project involves coordinating Agile delivery activities for a SaaS feature through internal teams. The financial impact is **operational and short-term**, focused on internal staffing, collaboration tools, and limited third-party support. The project does not introduce capital expenditure and is expected to remain within planned operational budgets while improving delivery efficiency and reducing rework costs.

Item	Description	Budget ($)
Project Team	Internal PMO, Project Coordinator, Business Analyst, QA support	1,200
3rd Party Tools	SaaS tools (Jira, Confluence, reporting utilities – simulated cost allocation)	500
Resources	Software licenses, reporting tools, documentation support	700
Misc Fees	Meetings, documentation overhead, internal coordination costs	300
	Total Budget	**2,700**

📌 *Note:* As this is an internal delivery simulation, costs are indicative and used for planning and reporting purposes only.

🛠️ Resources

💡 The project relies primarily on **internal human resources and SaaS tools** to coordinate sprint execution, reporting, UAT support, and stakeholder communication. No additional infrastructure investment is required.

Resources	Qty	Unit Cost ($)	Total Cost ($)
Project Coordinator / PMO Support	1	800	800
Business Analyst Support	1	600	600
QA / UAT Support	1	400	400
Laptop / Workstation (allocated)	3	0	0
Office Space (Allocated)	1	0	0
Jira & Confluence Licenses	3 users	150	450

Reporting & Documentation Tools	1 set	250	250
Total Cost			2,500

📌 *Note: Hardware and office space costs are considered part of existing organizational overhead and are not billed directly to the project.*

🗓️ Schedule

Milestones	Completion Date	Responsible
1. Project conceptualization	10/31/2022	Project Team
2. Framework and structure development	11/30/2022	Project Team
3. Coding and interface development	12/31/2022	Project Engineering Team
4. Prototype creation	01/30/2022	Project Engineering Team
5. Prototype evaluation and assessment	02/28/2022	Project HEad + Consultant

⚠️ Risk Analysis

Risk	Impact Level	Action Plan
1. Dependency on timely completion of development tasks may delay UAT start	🟢 **High** ◯ **Mid** ◯ **Low**	• Track sprint progress daily using Jira • Highlight dependencies in RAID log • Coordinate with development and QA teams to reprioritize tasks if needed
2. Limited QA availability during peak sprint periods	◯ **High** 🟢 **Mid** ◯ **Low**	• Plan QA activities in advance • Align test case readiness with development timelines • Escalate resource constraints early to project manager
3. Requirement clarifications or late stakeholder feedback impacting scope or timelines	◯ **High** 🟢 **Mid** ◯ **Low**	• Conduct regular stakeholder syncs • Maintain clear documentation in Confluence • Capture assumptions and changes in RAID log

Cost & Benefit Analysis

👍 This subpage will focus on the project's benefits, cost, and resources.

🤝 Cost & Benefit Analysis

💰 Cost

- Team members' time for sprint planning, coordination, reporting, and UAT support
- Licensing and usage costs for tools such as Jira, Confluence, Miro, and reporting software
- Expenses for documentation, testing, and collaboration tools used during project execution
- 3rd party consultation or QA review support (as required)

📈 Benefit

- Improved cross-functional collaboration between product, development, QA, and business teams
- Increased delivery efficiency through Agile sprint tracking and PMO governance
- Better visibility into project health using status reports, RAID logs, and dashboards
- Reduced rework and delays through structured UAT and defect tracking
- Enhanced decision-making through regular reporting and stakeholder reviews

Projected Cost	Projected ROI
$7,500.00	**$ 15,000.00**
