

Business requirements document template

Project name:

Project manager:

Date submitted:

Document status:

☐

Draft

☐

Proposed

☐

Validated

☐

Approved

1. Executive summary

2. Project objectives

3. Project scope

4. Business requirements

Priority level	Critical level	Requirement description

5. Key stakeholders

Name	Job role	Duties

6. Project constraints

Constraint	Description

7. Cost-benefit analysis

Cost	Benefit
Total cost:	Expected ROI: