

**Business Requirements Template Project Name:**

**Project Sponsor: Service Owner: Project Manager: Document Date:**

**1. Proposed Business State**

*Provide a high level description of the proposed business state. Please see Appendix 6.1 for an example of proposed process flow diagram.*

|  |  |
| --- | --- |
| **2. Business Requirements** | |
| **ID** | **Requirements** |
| 2.1 | Business Requirement *List business requirements.* ***Example:*** *Need a mobile application for the existing system.* |

|  |  |
| --- | --- |
| **3. Functional & Non-Functional Requirements** | |
| **3.1 Functional Requirements** | |
| **ID** | **Requirements** |
| 3.1.1 | Functional Requirement *List functional requirements.* ***Example:*** *The application should be able to transfer money from one account to other.* |

|  |  |
| --- | --- |
| **3.2 Non-Functional Requirements (If applicable) (System Performance/ Scalability/ Availability)** | |
| **ID** | **Requirements** |
| 3.2.1 | Non-Functional Requirement *List non-functional requirement, if any.* ***Example:*** *The website should load completely within 30 seconds.* |

|  |  |
| --- | --- |
| **3.3 User Requirements (If applicable)** | |
| **ID** | **Requirements** |
| 3.3.1 | User Requirement *List user requirement, if any.* ***Example:*** *User needs to be able to login online to use the application.* |



**Business Requirements Template Project Name:**

**Project Sponsor: Service Owner: Project Manager: Document Date:**

|  |  |
| --- | --- |
| **3.4 Reporting Requirements (If applicable)** | |
| **ID** | **Requirements** |
| 3.4.1 | Reporting Requirement *List reporting requirements, if any.* ***Example:*** *User should be able to pull weekly and monthly usage data.* |

|  |  |
| --- | --- |
| **3.5 Security Requirements (If applicable)** | |
| **ID** | **Requirements** |
| 3.5.1 | Security Requirement *List security requirement, if any.* ***Example:*** *Passwords should be 8 characters long.* |

**4. Use Case**

*Give each use case a unique numeric identifier like 4.1, 4.2 etc. Use one table per use case. Add more use case tables if needed.*

|  |  |
| --- | --- |
| **4.1 Use Case** | |
| **Actors (Internal Users, External Users, System)** | *Who performs this activity?* ***Example:*** *Bank customer, bank* |
| **Description** | *Describe briefly the business activity accomplished by this use case.* ***Example:*** *The use case describes the withdrawal process of money from a*  *ATM. It contains various steps that involve the verification of customer card and processing and generating receipt and giving money.* |
| **Preconditions** | *List any activities that must take place before the use case can be started.* ***Example:*** *The customer withdrawing money should have a bank account and a valid card.* |
| **Triggers** | *What is the event that starts the use case?* ***Example:*** *In need of cash.* |
| **Flow of events** | *Provide a detailed description of the user actions and system responses that will take place during execution of the use case under normal, expected conditions.* ***Example:***  *1.* *The customer inserts the card.*  *2.* *The system will check the validity of the card and will prompt for PIN no.*  *3.* *The customer will enter the PIN.*  *4.* *The system will check the database and validates the PIN no & customer*  *acct.*  *5.* *Bank database confirms the correctness.*  *6.* *ATM asks the customer to enter the amount to be withdrawn.*  *7.* *Amount verified against the balance in customer acct.*  *8.* *ATM dispenses the amount*  *9.* *Receipt is printed*  *10. Card is ejected.* |
| **Success Criteria** | *What marks the end of the use case?*  ***Example:*** *The use case concludes when the card is taken out of the slot.* |
| **Exceptions** | *Describe any anticipated error conditions that could occur during execution of the*  *use case, and define how the system is to respond to those conditions.* ***Example:*** *ATM machine is not in working condition. ATM machine should be* |



|  |  |  |
| --- | --- | --- |
| **Business Requirements Template Project Name:**  **Project Sponsor: Service Owner: Project Manager: Document Date:** | |  |
|  |  | *repaired and then tested for the use case.* |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Document Signatures** | | | |
| **Role** | **Name** | **Signature** | **Date** |
| Service Owner |  |  |  |
| Project Manager |  |  |  |
| Others (if needed) | *Add more rows if needed.* |  |  |

**6. Addendums & Appendices** *Include any additional documents/ information.*

**6.1 Proposed Process Flow** *Insert proposed business process flow. Sample:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | No | |  |
|  |
|  |  |
| Buy Insurance | | | | |
|  | | |  | |

Start

Student Insurance

Domestic



Yes

Finish