Business Requirements Document

Title

Settlement & Data Analytics

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# **Purpose**

The purpose of the BRD is to define the business requirements, to form the basis of the reporting or analytics solution being proposed and outline the measure of success.

The business requirements document has two primary uses:

* To ensure that the reporting / analytics solution has a sound basis before any commitment to developing a new solution is made
* To act as a base document to which the analytics team can assess progress, scope, change and delivery schedule

# **Executive Summary**

# **Background**

# **Scope**

## In Scope

## Out of Scope

# **Schedule**

## Pre-requisites

## Dependencies

## Deadlines

# **Report / Task Properties**

## Report / Task Name

## Description

## Population

## Business Owners

## Technical Owners

## Service Level Agreement

## Style

## Frequency

## Accessibility

## User Security

## Data Security

# **Parameters**

# **Detail**

# **Execution**

# Automated Processes

# Manual Processes

# **Archival**

## Stored Location

## Length of Storage Time

# **Change Request**