

BRD Template Structure

Business Requirements Document (BRD)

1. Executive Summary

- Provide a high-level overview of the project objectives, the business needs, and expected outcomes.

2. Project Overview

- Outline the purpose of the project, including the background, stakeholders, and business problem being solved.

3. Goals and Objectives

- List the specific goals and objectives the project aims to achieve.

4. Scope of Work

- Define the scope of the project, including what is in-scope and out-of-scope.
- Detail the systems, departments, or processes that will be affected.

5. Functional Requirements

- Specify the functional requirements of the system, including workflows and user interactions.
- Example: The CRM system should allow sales representatives to track customer interactions.

6. Non-Functional Requirements

- Outline the non-functional requirements such as performance, scalability, and security.
- Example: The system must support up to 10,000 concurrent users with a response time under 2 seconds.

7. Assumptions and Constraints

- List any assumptions or constraints, such as technology limitations or budget restrictions.

8. Risks and Mitigations

- Identify potential risks to the project and outline mitigation strategies.
- Example: Risk of delay due to third-party vendor dependencies; mitigation involves early vendor engagement.

9. Implementation Timeline

- Provide a high-level project timeline, including key milestones and deadlines.

10. Sign-Off and Approvals

- Include a section for stakeholder sign-off and formal approvals.

