COMPANY NAME

Business System Requirements

*~Insert a title of your project~*

**TABLE OF CONTENTS**

[**BACKGROUND** 2](#_Toc514925868)

[**ANALYSIS** 2](#_Toc514925869)

[**CONCLUSIONS** 2](#_Toc514925870)

[**RECOMMENDATIONS** 2](#_Toc514925871)

[**DOCUMENT APPROVAL** 3](#_Toc514925872)

[**APPENDICES** 3](#_Toc514925873)

# **BACKGROUND**

*Provide a brief description about the Client’s background.*

# **ANALYSIS**

*Document your analysis in this section and include a copy of responses gathered from the Client.*

1. *Functional Requirements* 
   * *Dot point list*
2. *Non-functional Requirements*
   * *Dot point list*
3. *List of prioritised requirements*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Requirement*** | ***Core*** | ***Essential*** | ***Desirable*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. *Impact on the system and business*
   * *Physical changes (hardware, infrastructure and facilities)*
   * *Training needs*
   * *Organisational structure (need for additional staff)*
   * *Integration (how system will integrate with existing systems and processes)*
2. *Feasibility analysis*
   * *Ease of implementation(cost, time, resources)*
   * *Value for the business and system*

# **CONCLUSIONS**

*Document a summary of the findings and discuss the meaning of the results gathered (not just a statistical information but also relate your results back to the original business problem).*

# **RECOMMENDATIONS**

*Any recommendations made here must be supported by the information you have gathered and analysed. This section would make suggestions as to:*

* *What should be done next, what actions should be prioritised*
* *Discuss any benefits on choosing a specific solution*
* *You may also note if further research is needed*

# **DOCUMENT APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Manager** |  | **Date approved:** |  |
| **Client** |  | **Date approved:** |  |

# **APPENDICES**

* *Blank Questionnaire you used to gather information*
* *Record of responses gathered from stakeholders*
* *Record of the interview (Meeting agenda/minutes)*