Business Requirements Document (BRD) Template

# 1. Document Control

• Document Title: [Enter Title]

• Version: [Enter Version]

• Date: [Enter Date]

• Author: [Enter Author Name]

• Approver(s): [Enter Approver(s)]

# 2. Project Overview

• Project Name: [Enter Project Name]

• Project Sponsor: [Enter Sponsor Name]

• Project Manager: [Enter Project Manager]

• Background: [Provide background information]

• Objectives: [State the objectives of the project]

# 3. Business Requirements

• Requirement ID: [Unique ID]

• Requirement Description: [Detailed description of the requirement]

• Priority: [High/Medium/Low]

• Business Rationale: [Why this requirement is needed]

• Dependencies: [List dependencies if any]

# 4. Functional Requirements

• Function ID: [Unique ID]

• Function Description: [Detailed description of the function]

• Inputs: [What inputs are required]

• Outputs: [Expected outputs]

• User Interactions: [Describe how users will interact with this function]

# 5. Non-Functional Requirements

• Performance: [e.g., response time, throughput]

• Security: [e.g., access control, encryption]

• Usability: [e.g., user-friendly interface]

• Reliability: [e.g., uptime, fault tolerance]

• Compliance: [e.g., industry standards or legal requirements]

# 6. Assumptions & Constraints

• Assumptions: [List assumptions made during requirements gathering]

• Constraints: [List limitations or restrictions]

# 7. Acceptance Criteria

• Criteria ID: [Unique ID]

• Description: [What must be true for requirement to be accepted]

# 8. Appendix

• Glossary of Terms: [Define key terms]

• References: [List supporting documents]