# SAMPLE BUSINESS REQUIREMENTS DOCUMENT TEMPLATE

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NOTE TO USER: Overwrite the sample text included in this template to complete your project's business requirements document.

VERSION HI	STORY			
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

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1.	EXECUTIVE SUMMARY SNAPSHOT	
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2.	PROJECT DESCRIPTION	
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3.	3. PROJECT SCOPE	
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4.	BUSINESS DRIVERS
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5.	CURRENT PROCESS	
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6.	PROPOSED PROCESS
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7.	FUNCTIONAL REQUIREMENTS
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#### **PRIORITY**

Use the following priority table. It allows you to apply a ratings system to your requirements, so you have the visibility (into the value, status, and description of each requirement) that's necessary for determining whether a particular requirement is essential to project success:

Value	Rating	Description
1	Critical	The requirement is critical to the project's success. Without fulfilling this requirement, the project is not possible.
2	High	The requirement is high priority re the project's success, but the project could still be implemented in a minimum viable product (MVP) scenario.
3	Medium	The requirement is important to the project's success, as it provides value, but the project could still be implemented in an MVP scenario.
4	Low	The requirement is low priority (i.e., it would be nice to have), but the project's success is not dependent upon it.
5	Future	The requirement is outside of the project's scope and is included as a possible component of a prospective release and/or feature.

#### **REQUIREMENTS CATEGORIES (RC1)**

ID	Requirement	Priority	Raised By

# 8. NON-FUNCTIONAL REQUIREMENTS

ID	Requirement	

9.	FINANCIAL STATEMENTS	
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10. COST AND BENEFIT			
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11.RESOURCES	
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12. SCHEDULE, TIMELINE, AND DEADLINES			

13. ASSUMPTIONS	
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#### 14. GLOSSARY

Term / Abbreviation	Explanation

# 15. REFERENCES

Name	Location
Name	Localion

16. APPENDIX	
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