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SAMPLE BUSINESS REQUIREMENTS DOCUMENT TEMPLATE

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

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1. EXECUTIVE SUMMARY SNAPSHOT

2. PROJECT DESCRIPTION

3. PROJECT SCOPE

4. BUSINESS DRIVERS

5. CURRENT PROCESS

6. PROPOSED PROCESS

7. FUNCTIONAL REQUIREMENTS

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

10. COST AND BENEFIT

11. RESOURCES

12. SCHEDULE, TIMELINE, AND DEADLINES

13. ASSUMPTIONS

14. GLOSSARY

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15. REFERENCES

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16. APPENDIX

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