**Business Requirements**

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| Company Name | Date |
| Wright Associates | 7/29/2024 |
| Project Name | Created By |
| Project Quality Management | Aldrich Wright |

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| Executive Summary | * Briefly note the key points of the business requirements document. |

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| Business Objectives | * Describe what is expected to be achieved by the completion of the project using SMART (specific, measurable, achievable, relevant and time-specific) goals. |

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| Needs Statement | * Explain the problem or opportunity and how the project will address it. |

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| Project Scope | * [List the specific goals of the project, including all tasks, deliverables, costs and deadlines, plus the team that will execute the project.](https://www.projectmanager.com/templates/project-scope-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-business-requirements-document&utm_content=&utm_detail=&utm_term=none) |

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| Requirements | * Describe every action, listed by priority and critical importance, which must be completed to successfully deliver the project. |

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| Project Stakeholders | * Note the key stakeholders, including any team members, project managers, executives and clients.   [Download our free Stakeholder Analysis Template for Excel](https://www.projectmanager.com/templates/stakeholder-analysis-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-business-requirements-document&utm_content=&utm_detail=&utm_term=none) |

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| Project Schedule | * Indicate the project timeline, from start to finish, including necessary resources. |

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| Cost-Benefit Analysis | * Calculate and compare the estimated costs and benefits of the project. |

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| Project Constraints | * Include potential project restrictions, such as risks, team availability, resources, dependencies, deadlines and budget. |