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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

[illegible]

## 16. APPENDIX

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