

## Sample Business Requirements Document Template.

Identify business problem statement  
 $\Rightarrow$  Identification of business problem statement : Initially to understand a particular business problem we need to find out the problem. Problem is something on which a human puts its maximum effort to get it solve.

Identifying that whether we are solving a right problem or not?

As Albert Einstein said "If I were given one hour to save the planet, I would spend 59 minutes defining the problem and one minute resolving it."

As we have seen while developing new products, processes or even businesses most of the companies aren't identifying the right business problem and running behind innovations.

Define a problem.

A renowned firm Innocentive is helping more than 100 corporations, government agencies and foundations to improve the quality and efficiency of their innovation efforts and as a result they get their overall performance.

This process is called as challenge driven innovation. In this client defines and articulate their business, technical, social, and policy issues

and present them as challenges to a community.

In this way we can also think as a big company and achieve our problem's solution. To identify a business problem we need to have a look on its strategy, services or products, people, processes, application, information and infrastructure.

There are some common business problems, in the consideration of these we can identify where we are lagging and identify the problem easily. Some of the problems are uncertain purpose, weak brand identity, low customer value, minimal future planning, no exit strategy, minimal use of technology, static skillsets, not using resources, shortages on supplies, low employee performance, high employee churn rates.

Taking an example of a bakery owner, where the shop is unsettled and no ordered website is present. For this the definition of problem statement would be "Because of no social platform and low reach in market, the bakery isn't famous enough." To solve this problem we need to provide them a solution as a software engineer. We can design an app or a website for them.

## Executive summary / snapshot

⇒ Executive summary / snapshot : It is the overview of your business requirements. Your executive summary should be a snapshot (a quick overview of the things or materials required for business setup) of the purpose of your business requirements, including a brief description of any analysis, findings, project description, scope, business drivers, proposed process, current process and functional requirements.

It can also be referred as one-to-two pages introduction to a business plan that gives you gist of its key elements or important elements. It is mostly the important section of business plan and eventually it should be made in the way which can be very easy to understand.

The executive summary should consist of some of the important points which are overview of the business which include the business name, products and services and insights about the related industry. Then the target market include marketing strategy and an assessment of competitors. Then operations include the business location and corporate structure.

Then mission include the company's mission statement and purpose. The company history and management include the company's history, location and management team. The financial summary include financial projections or a brief summary of the business's evolution. Future goals include the business goals and how additional funding could be used to achieve them.

In the example of bakery, deciding the name of the app or product and seeing the insights about the industry. Then looking into marketing is basically advertising about bakery from websites or ads etc. The the location of bakery should be easily reachable. The main purpose of bakery should be established. The bakery's history is also considered. The rates should be average and affordable which will increase the sales. Online booking and home deliveries to be done available as customer's requirements.

It should also establish the need or problem the business is solving, recommend a solution and explain its value. Once the executive summary is written it's important to read it again to ensure it includes all the information that stakeholders needs.

## Project Description

⇒ Project Description: *Stimulus*

Here we are describing the project for which you are working. This is business requirements document. Here we describe the project's purpose. It should be concise but includes all the important information about the project so that stakeholders can understand the plan and its explanation.

The project description should consist of summary, definition, justification, evaluation, approach and timeline.

In summary is the brief outline that answers who, what, where, how, and why of the project. Definition explains the project's purpose, such as the problem it solves or the niche it fits.

In justification we need to explain how and why the project is worth the investment. Evaluation includes a cost-benefit analysis and explain how you plan to measure the gains against the project's cost. In approach we have to briefly explain how we'll meet the project's goals and objectives.

Timeline or deadline to complete the particular project.

For example as we consider the bakery problem. The project description it should consists summary stating what are the products available, what is the price of it and more detailed information. Then we should define each step and need of it. After that comes justification where we have answerable to all the questions. Then we need to evaluate the data and make the evaluation report on it. After all this comes the approach, how we see everything and how we handle it plays main role here. After all this analysis and after getting all the information, we get a rough idea till when we'll come with a solution and by this we can get a rough or nearby close somewhere timeline or deadline.

Which will help in management of the process on time and be on time. By this we'll come to know much about bakery and all the products which is most resale, which isn't doing good in market. And how to improve the lagging things and overcome all the remaining parts. By the given time bakery will be beneficial and will focus on more sales.

## Project Scope

⇒ Project Scope:

In this it provides a high-level description of the project's scope, including a list of project-specific goals, tasks, deliverables, costs, deadline- everything that is 'in' and 'out' of scope for the project. It can also be referred as a written document that defines the boundaries of a business project and includes what needs to be done. The purpose of project scope is to get everyone involved on the same page, so they can refer back to it for meetings, deliverables and agreements.

It also helps in establishing the project boundaries, responsibilities of team members, and procedures to be followed during the project lifecycle. For example in bakery, we can keep several offers which will attract customers and give them off on more deliveries. We should increase the production of most sold item such as Mava cake. It is most demanded so people will purchase it and they will love it and automatically sales get increased. By defining project scope, individual contributors will be able to manage their workloads more easily.