

# **Business Requirements Document (BRD) for <Project 123>**

My name

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# 1 Document Change Control

## 1.1 Document Scope

The scope of this requirements document will be to <Describe high level goal of document>, and will include the following detail:

- <Add Detail of what document will include>
- 
- 

## 1.2 Document History

Version	Change Description	Author	Date	Released
1.0	Initial Document Creation	My Name	09.06.2012	09.06.2012

## 1.3 Document Approvers

Role	Name	Signed Off	Date	Signature
Business Approver		05.02.2012		

## 1.4 Document Guidelines

Requested Delivery Date: <Enter Target Date for Final Version>

- Draft or Final Version: <xx.xx>
- Approvals via email will be stated as such under Signature column
- Above list of people will also approve the deployment of the system into production

## 1.5 Document References

Documents below, related to the current initiative, have been created prior to or in conjunction with the Functional Requirements document and can be referenced for further detail:

Name	Date	Version	Author	Location
Dok1	05.02.2012	1.0	AA	

<Documents can include the PID, PAD, workshop material, workflows, etc.>

## 1.6 Abbreviations/Acronyms

<List of terms worth to be explained>

Abbreviation	Explanation
$\alpha$	The first letter in the Greek alphabet

# 2 Introduction

## 2.1 Background / Business Problem

<Provide business background and narrative around the issue the project is targeting. Describe the business area clearly, how the business operates, what region is impacted, and provide a description of the current processing environment for which the project is directed at. Talk about the current drawbacks of the current process and its impact on the business, IT, or Operations>

## 2.2 Purpose and Benefits

<Discuss the project, its goals, and who is undertaking the effort. Give a clear understanding of what the project benefits are and what will be accomplished. If possible,

*include measurable benefits>*

## 2.3 Project Scope

*<Detail what processes will be impacted by this project, how the project or process is being broken down (by phase or component if possible), and what applications might be involved. A diagram can be included to provide further explanation or transparency. Also clarify any items that are Out of Scope for this initiative>*

## 2.4 Critical Success Factors

The following Critical Success Factors represent business driven criteria that, if met, will measure the success for the delivery of this initiative.

- *<Add Criteria details>*
- 
- 

## 2.5 Requirements Governance

The following organizational chart displays the Steering Committee, the Core Project Team, and Subject Matter Experts assembled to achieve stated objectives:

*<Provide a project org chart depicting the business, IT and Operations project leadership structure which will include groups/key individuals involved or directly impacted by the project, and any subject matter experts or oversight committee that are involved. Org charts can be created in MS Visio or MS PowerPoint and pasted into the document>*

## 2.6 User Groups Impacted

The primary users impacted by this initiative are listed below:

User Group	Location	Role
aaa	bbb	ccc

## 2.7 Requirement Assumptions and Constraints

*<Requirement Assumptions and Constraints are future situations beyond the control of the requirement, whose outcomes influence the success of requirement. Examples of assumptions include: availability of a technical platform, legal changes and policy decisions, operations performing a necessary task in conjunction with the process change, etc.>*

## 2.8 Open Issues

*<Section is used to show open issues at the time of signoff only (i.e. the document is being signed off with the knowledge of the open issues). The section can be used as a working area as the document is developed but all closed issues should be deleted before the quality gate.>*

ID	Issue	Resolution
1		

## 2.9 Dependencies and Risks

*<Dependencies and Risks are conditions that can create an impediment to the delivery and or implementation of the desired requirement. These can be internal or external. Examples include: legal requirements, technical standards, strategic decisions, external entities (e.g. a 3rd party supplier of data). These can exist because of real business or IT conditions.>*

# 3 Business Requirements

## 3.1 Description of Current Business State

*<Include a high level business state diagram illustrating the current business processing environment. Depending on the project this can include an accounting state or process state (will include user groups and systems). Below the diagram include a narrative of the state>*

### 3.2 Description of Proposed Business State

<Include a high level business state diagram illustrating the proposed business processing environment. Depending on the project this can include an accounting state or process state (will include user groups and systems). Below the diagram include a narrative of the state>

### 3.3 Specific Business Requirements

BR ID	BR Name	BR Description	Priority
1			

## 4 GAP Analysis (Current State vs. Future State)

### 4.1 Current State

<Include a state diagram illustrating the current processing environment. Depending on the project this can include an accounting state, data state, system diagram, process state (will include user groups and systems), etc.>

### 4.2 Future State

<Include a state diagram illustrating the current processing environment. Depending on the project this can include an accounting state, data state, system diagram, process state (will include user groups and systems), etc.>

### 4.3 GAP Analysis

<A list of gaps identified can be provided within a table in this section.>

## 5 Non-Functional Requirements

<The following are examples of non-functional requirements: Language, Security, Compliance, etc. Within this section, also include Current Volumes and Potential

*Growth, Performance Requirements and Availability Requirements>***5.1 Current Volume and Potential Growth**

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

**5.2 Performance Requirements**

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

**5.3 Availability Requirements**

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

**5.4 Security Requirements**

Hello, here is some text without a meaning. This text should show what a printed text will look like at this place. If you read this text, you will get no information. Really? Is there no information? Is there a difference between this text and some nonsense



like “Huardest gefburn”? Kjift – not at all! A blind text like this gives you information about the selected font, how the letters are written and an impression of the look. This text should contain all letters of the alphabet and it should be written in of the original language. There is no need for special content, but the length of words should match the language.

## 6 Specific Functional Requirements

The following are the Functional Requirements for Attachments. Each requirement has a unique identifier for tracking and traceability purposes.

FR ID	BR ID	FR Description	Priority
1			

### 6.1 FR 1 - <Title of FR1>

Provide functional details of FR1

### 6.2 FR 2 - <Title of FR2>

Provide functional details of FR2

### 6.3 Usability Requirements / User Experience

Usability Requirements, including Screen Shots and Screen Maps, to be included within this section.

## 7 Planning Criteria

This chapter describes the planning criteria specific to the <name> system.

*<Identify plans associated with the development of the new requirements, user acceptance testing, taking into consideration various activities involved right from the requirement development through development and testing, till the implementation. Interaction with other stakeholders should also be considered.>*

## 7.1 Specific Testing Requirements

*<Summarise the specific requirements, which should be tested from a business perspective (for example, Industry-wide testing, Customer (external to DB) Acceptance testing, End-to-End testing, and so on.)>*

## 7.2 Implementation/Transition Requirements

*<Describe the implementation requirements such as which requirement needs to be implemented in which region(s) and when, training, data migration, deployment related requirements, release schedule, and so on.>*

*<Identify the extent of training and communication (for example, circulars, brochures, memos) to be imparted to the impacted groups.>*

# 8 Use Cases

## 8.1 UC1 - <Title of UC1>

### 1. Brief Description

The use case details the steps to be performed by users to <enter the purpose of UC1>

### 2. Actors

- <Enter name of application> User
- <Enter name of application> System

### 3. Preconditions

- The user should be entitled to act on the case.
- Enter any other preconditions

### 4. Business Rules

- Add any specific business rules

### 5. Trigger

- Enter the trigger for the use case to occur

### 6. Basic Flow of Events

Step	Description
1	
2	
3	

## 9 Appendix

### 9.1 Appendix Item1

<Enter Details Here>

### 9.2 Appendix Item 2

<Enter Details Here>

Date	Version	Author	Description
2012-07-06	1.0	AA	Initial Version
2013-10-10	2.0	BB	
2013-10-27	3.0	CC	
2014-11-14	4.0	DD	
2014-11-15	5.0	EE	