**Business Requirements Document (BRD)**

**Document Title**: Business Requirements Document  
**Project Name**: [Insert Project Name]  
**Version**: 1.0  
**Prepared By**: [Your Name]  
**Date**: [DD/MM/YYYY]  
**Reviewed By**: [Stakeholder Names]

**1. Executive Summary**

Provide a brief background of the project and its business value.

**2. Business Objectives**

List clear and measurable business goals this project is expected to achieve.

**3. Scope**

**In Scope:**

* [Add items here]

**Out of Scope:**

* [Add items here]

**4. Assumptions & Constraints**

* [Example] Data will be available in Excel format
* [Example] Dashboards will be limited to desktop usage only

**5. Stakeholders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Department** | **Responsibility** |
| Example: Analyst | Asha Hiremath | Analytics | Requirements & Reporting |

**6. Business Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Requirement | Priority | Description |
| BR-001 | [Requirement Title] | High | [Description] |
| BR-002 | [Requirement Title] | Medium | [Description] |

**7. Success Criteria**

Define key performance indicators or goals that define success.

**8. Risks**

* [Example] Incomplete or incorrect customer data

**9. Deliverables**

* [Example] Power BI Dashboard
* [Example] Cleaned Data File

**10. Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Date | Signature |