Template of Business Requirement Document

1. Executive Summary

Our organisation is seeking a performance management system to track our overall employee performance, boost retention and morale, and increase transparency between managers and employees.

We aim to have this system launched within the second quarter and will evaluate systems, implement the system, and provide adequate training to managers and employees by [DATE].

There are a number of requirements we're looking to satisfy, including career path mapping, reporting and analytics, and goal management. A number of stakeholders will be involved in the selection and implementation of this system, including a project manager, human resources, department heads, executives, managers, and employees.

This document details the selection of this system, the objectives, needs, scope, requirements, stakeholders, schedule, and cost-benefit analysis.

2. Project Objective

what you plan to achieve by the end of your project

Use the SMART system for your project objectives:

- We will have all 500 employees trained using our new performance management system by [DATE].

3. Needs Statement

why the project is needed for the business and how the project will be able to meet the needs.

Back your statement with data and research, if possible, to strengthen your position:

A performance management system is needed to increase our employee retention rates, maintain consistency across employee development paths, boost our financial position by up-levelling our talent, and motivate and reward employees. Turnover costs our organisation

on average [rate], and implementing this system will allow us to save money by retaining our employees.

4. Project Scope

Outlines what to be included.

Clearly define what work falls within the scope:
In scope:
- Evaluating and selecting a performance management system
  Implementing the performance management system
- Providing system training to managers
- Providing system training to employees

5. Requirements

Work with key stakeholders to outline all of the requirements:
- Goal management for tracking progress
- Performance evaluation for mid-year and end of year performance reviews
- Career path mapping and succession planning
- Reporting
- Performance analytics
- Coaching and mentoring opportunities

6. Key Stakeholders

Identify key stakeholders and outline their roles and responsibilities:
- Project Manager: responsible for holding all parties accountable to the project timeline
- Human Resources: will research performance management systems, gather requirements, provide a recommendation to the Executives for signoff, conduct manager and employee training sessions
- Department Heads: share desired needs with HR for a comprehensive list of requirements
- Executives: responsible for signing off on the selected performance management system
- Managers: will be trained on the system
- Employees: will be trained on the system

7. Schedule

Outline all various phases of the project along with the deadline for each phase:
- Phase I: Complete requirements gathering with all stakeholders by [DATE].
- Phase II: Select a performance management system to recommend to Executives by [DATE].
- Phase III: Onboard HR team to the new performance management system by [DATE]

- Phase IV: Complete training materials for managers and employees by [DATE]
- Phase V: Conduct manager training on [DATE]
- Phase VI: Conduct employee training [DATE]

8. Cost Benefit Analysis

Complete a cost-benefit analysis:
- Costs of employee turnover per team YoY
- Costs of resources needed on the project team to implement the system
- Benefits of having employees aligned to company objectives
- Benefits of legal protection for terminations