

Stakeholder Requirements Document: [Project Name]

BI Professional: [Your name]

Client/Sponsor: [Name and title]

Business problem: (What is the primary question to be answered or problem to be solved?)

Stakeholders: (Who are the major stakeholders of this project, and what are their job titles?)

Stakeholder usage details: (How will the stakeholders use the BI tool?)

Primary requirements: (What requirements must be met by this BI tool in order for this project to be successful?)