Project Requirements Document: [Project Name]

BI Analyst: [Your name]

Client/Sponsor: [Name and title]

Purpose: (Briefly describe why the project is happening and why the company should invest resources in it.)

Key dependencies: (Detail the major elements of this project. Include the team, primary contacts, and expected deliverables.)

Stakeholder requirements: (List the established stakeholder requirements, based on the Stakeholder Requirements Document. Prioritize the requirements as: R - required, D - desired, or N - nice to have.)

Success criteria: (Clarify what success looks like for this project. Include explicit statements about how to measure success. Use SMART criteria.)

User journeys: (Document the current user experience and the ideal future experience.)

Assumptions: (Explicitly and clearly state any assumptions you are making.)

Compliance and privacy: (Include compliance, privacy, or legal dimensions to consider.)

Accessibility: (List key considerations for creating accessible reports for all users.)

Roll-out plan: (Detail the expected scope, priorities and timeline.)