# Business Requirements Document (BRD)

## Project Name: [Enter Project Name]

## Document Version: [Enter Version Number]

## Date: [Enter Date]

### Document History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Description |
| 1.0 | [Date] | [Author] | Initial draft of the BRD |
| 2.0 | [Date] | [Author] | [Description of Changes] |

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### Table of Contents

Content

[Business Requirements Document (BRD) 1](#_Toc192758841)

[Project Name: [Enter Project Name] 1](#_Toc192758842)

[Document Version: [Enter Version Number] 1](#_Toc192758843)

[Date: [Enter Date] 1](#_Toc192758844)

[Document History 1](#_Toc192758845)

[Table of Contents 2](#_Toc192758846)

[1. Introduction 3](#_Toc192758847)

[2. Business Objectives 4](#_Toc192758848)

[3. Current Business Environment 5](#_Toc192758849)

[4. Proposed Solution 6](#_Toc192758850)

[5. Stakeholders 8](#_Toc192758851)

[6. Constraints 9](#_Toc192758852)

[7. Assumptions 10](#_Toc192758853)

[8. Risks 11](#_Toc192758854)

[9. Dependencies 12](#_Toc192758855)

[10. Approval 13](#_Toc192758856)

### 1. Introduction

#### 1.1 Purpose of the Document

The purpose of this Business Requirements Document (BRD) is to define the business objectives, scope, and requirements for the [Project Name] project.

#### 1.2 Scope of the Project

[Provide a brief description of the project's scope, including what is included and what is not included.]

#### 1.3 Document Overview

[Summarize the main sections and content of the document.]

### 2. Business Objectives

#### 2.1 Business Goals

[List the overarching business goals that this project aims to achieve.]

#### 2.2 Project Objectives

[List the specific objectives of the project that align with the business goals.]

#### 2.3 Success Criteria

[Define the criteria that will be used to measure the success of the project.]

### 3. Current Business Environment

#### 3.1 Current Processes

[Describe the current business processes and systems relevant to the project.]

#### 3.2 Challenges and Issues

[Identify the challenges and issues in the current business environment that necessitate this project.]

### 4. Proposed Solution

#### 4.1 Description of the Solution

[Provide an overview of the proposed solution and how it addresses the identified challenges.]

#### 4.2 Functional Requirements

[List the functional requirements of the project, specifying what the system or solution should do.]

|  |  |
| --- | --- |
| Requirement ID | 1.0 |
| Requirement Name | Ability To Do X |
| Requirement Description |  |
| Impacted Stakeholders |  |
| Business Objective |  |

|  |  |
| --- | --- |
| Use Case ID | 1.01 |
| Use Case Name | Ability To Do X |
| Actors |  |
| Pre Conditions |  |
| Basic Steps |  |
| Alternate Steps |  |
| Business Objective |  |

|  |  |
| --- | --- |
| Scenario ID | 1.02 |
| Scenario Name | Ability To Do X |
| GIVEN |  |
| WHEN |  |
| THEN |  |
| Business Objective |  |

#### 4.3 Non-Functional Requirements

[List the non-functional requirements, such as performance, security, scalability, serviceability, maintainability and usability, that the solution must meet.]

### 5. Stakeholders

#### 5.1 List of Stakeholders

[List all stakeholders involved in the project, including their names and roles.]

#### 5.2 Roles and Responsibilities

[Define the roles and responsibilities of each stakeholder.]

### 6. Constraints

#### 6.1 Budgetary Constraints

[Specify any budget constraints or limitations for the project.]

#### 6.2 Timeline Constraints

[Specify any timeline constraints or deadlines for the project.]

#### 6.3 Regulatory Constraints

[List any regulatory or compliance requirements that must be adhered to.]

### 7. Assumptions

#### 7.1 List of Assumptions

[List any assumptions made during the project planning phase.]

### 8. Risks

#### 8.1 List of Risks

[List potential risks that could impact the project.]

#### 8.2 Risk Mitigation Strategies

[Describe the strategies and actions to mitigate the identified risks.]

### 9. Dependencies

#### 9.1 List of Dependencies

[List any dependencies on other projects, resources, or external factors.]

### 10. Approval

#### 10.1 Sign-off

[Include space for stakeholders to provide their approval and date of approval.]