**Business Requirements Document Template**

| Project Details | | | |
| --- | --- | --- | --- |
| Project Name | Project Manager | Date | Version No. |
| **AML** | Amitesh | 20-Aug-2025 | v1 |

| 1. Executive Summary *This section provides a concise overview of the project for all involved parties. It presents a high-level statement of the project's purpose and objectives.* |
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| 2. Project Objectives *List the business objectives you hope to achieve with the project. Your objectives should be specific, measurable, attainable, relevant, and time-bound.* |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

| 3. Project Scope *This is the most critical part of your Business Requirement Document. This section should include: a detailed overview of project objectives, milestones, project deliverables, and acceptance criteria.* | |
| --- | --- |
| Project Objectives Overview | |
|  | |
| Milestones | |
| 1. | |
| 2. | |
| 3. | |
| Project Deliverables | |
| 1: | 2: |
| 3: | 4: |
| 5: | 6: |
| Acceptance Criteria | |
|  | |

| 4. Project Requirements *List all the features and necessary functionality of the project This section includes what needs to be built and any features your new project requires.* | | |
| --- | --- | --- |
| **Requirement** | **Priority Level** | **Description** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

| 5. Stakeholders This section of your BRD lists key stakeholders for your project. Take the time to outline each person’s roles and responsibilities. | | |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

|  | HubSpot Tip Make sure to include both internal and external parties. Regularly update stakeholder information to ensure the contact details, roles, and responsibilities remain current and facilitate efficient communication throughout the project lifecycle. |
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| 6. Constraints  *Specify the existing boundaries that affect project development. Your constraints can be anything from your budget, current toolkit, technical limitations, team availability, or dependencies.* |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

| 7. Deadlines *Specify deadlines for each phase of your project initiatives.* |
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| Phase 1: |
| Phase 2: |
| Phase 3: |
| Phase 4: |
| Phase 5: |

| 8. Cost Benefit Analysis *This section evaluates the financial and non-financial gains of the project against the associated costs. It helps in determining the project's overall value and feasibility.* | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Costs** | | | | | |
| **No.** | **Category** | **Item** | **Quantity** | **Price** | **Total** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **Total Cost: $00.00** | | | | | |

| **Benefits** | | | |
| --- | --- | --- | --- |
| **Description** | | **Price** | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Total Benefits: $00.00** | | | |

| 9. Glossary *This section provides definitions and explanations for specialized terms and acronyms used throughout the document.* | |
| --- | --- |
| **Term** | **Description** |
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|  | HubSpot Tip Consider integrating glossary terms into your Knowledge Base using HubSpot's features to provide easy access for your team and stakeholders, ensuring everyone is aligned on terminology. |
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| 10. Appendix *This section contains supplementary materials that support the main content of the document. Include additional data, references, detailed charts, technical specifications, or other relevant information that provides further context or clarification.* |
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