Business Requirements Document

Ton Tycoon - Phase 2 Feature Expansion

### Month: April 2025

### Version: 1.0

# Document Revisions

|  |  |  |
| --- | --- | --- |
| **Date** | **Version Number** | **Document Changes** |
| 05/02/20xx | 0.1 | Initial Draft |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Approvals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Signature** | **Date** |
| Project Sponsor |  |  |  |  |
| Product Owner |  |  |  |  |
| Project Manager |  |  |  |  |
| Client |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Introduction

## Project Summary

### Objectives

### Background

*[Provide a brief history of how the project came to be proposed and initiated, including the business issues/problems identified, and expected benefit of implementing the project/developing the product.]*

### Business Drivers

*[List the business drivers that make development of this product important. These can be financial, operational, market or environmental.]*

## Project Scope

*[Describe what work is in scope for the project, and specifically what work is out of scope… beyond the current budget, resources and timeline as approved by the project stakeholders. This is designed to prevent “scope creep” of additional features and functions not originally anticipated.]*

### In Scope Functionality

* [Detail]

### Out of Scope Functionality

* [Detail]

### Assumptions

* [Detail]

### Risks

* [Detail]

## Project Timeline

*[Outline all various phases of the project along with the deadline for each phase.]*

* Phase 1: Complete [What] by [Date]
* Phase 2: Complete [What] by [Date]

## Key Stakeholders *(Optional)*

*[Identify key stakeholders and outline their roles and responsibilities.]*

* [Project Manager: responsible for holding all parties accountable to the project timeline]
* [Department Heads: share desired needs with BA for a comprehensive list of requirements]

# Business Requirements

*[The specific business requirements elicited from stakeholders should be listed, categorized by both priority and area of functionality to smooth the process of reading and tracking them. Include links to use case documentation, and other key reference material as needed to make the requirements as complete and understandable as possible. You may wish to incorporate the functional and non-functional requirements into a traceability matrix that can be followed throughout the project.]*

The requirements in this document are prioritized as follows:

|  |  |  |
| --- | --- | --- |
| **Value** | **Rating** | **Description** |
| 1 | Critical | This requirement is critical to the success of the project. The project will not be possible without this requirement. |
| 2 | High | This requirement is high priority, but the project can be implemented at a bare minimum without this requirement. |
| 3 | Medium | This requirement is somewhat important, as it provides some value but the project can proceed without it. |
| 4 | Low | This is a low priority requirement, or a “nice to have” feature, if time and cost allow it. |
| 5 | Future | This requirement is out of scope for this project, and has been included here for a possible future release. |

## Functional Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Req#** | **Priority** | **Description** | **Use Case Reference**  ***(Optional)*** | **Impacted Stakeholders** |
| [Module 1] | | | | |
| FR-001 | 1 |  |  |  |
| FR-002 | 1 |  |  |  |
| [Module 2] | | | | |
| FR-003 |  |  |  |  |
| FR-004 |  |  |  |  |

## Non-Functional Requirements

*[Include technical and operational requirements that are not specific to a function. This typically includes requirements such as processing time, concurrent users, availability, etc.]*

|  |  |
| --- | --- |
| **ID** | **Requirement** |
| NFR-001 |  |
| NFR-002 |  |
| NFR-003 |  |
| NFR-004 |  |
| NFR-005 |  |

# Appendices

## List of Acronyms

*[If needed, create a list of acronyms used throughout the BRD document to aid in comprehension.]*

## Glossary of Terms

*[If needed, identify and define any terms that may be unfamiliar to readers, including terms that are unique to the organization, the technology to be employed, or the standards in use.]*

## Related Documents

*[Provide a list of documents or web pages, including links, which are referenced in the BRD.]*