

Business Requirements Document

1. Purpose

Describe the business goals, drivers, and desired outcomes for the project.

2. Scope

- In-scope items
- Out-of-scope items

3. Stakeholders

- Project Sponsor
- End Users
- IT Team
- External Partners

4. Functional Requirements

- Requirement 1
- Requirement 2
- Requirement 3

5. Non-Functional Requirements

- Performance
- Security
- Usability
- Scalability

6. Assumptions

List assumptions that impact requirements.

7. Constraints

Include regulatory, technical, or resource constraints.

8. Risks

Identify potential risks and mitigation strategies.