

## 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.