**CPB Business Requirement**

**For**

**[Software Name]**

Contents

[1. Objectives & Purpose 2](#_Toc395092862)

[1.1 Name of in-house software 2](#_Toc395092863)

[1.2 Objectives and Main purposes 2](#_Toc395092864)

[1.3 Benefits 2](#_Toc395092865)

[1.4 Stakeholders 2](#_Toc395092866)

[1.5 What is the current process and Why current solution is not adequate? 2](#_Toc395092867)

[2. Business Requirement 2](#_Toc395092868)

[2.1 Summary Business Requirement 2](#_Toc395092869)

[2.2 Detail Business Requirement 2](#_Toc395092870)

[3. Technology 3](#_Toc395092871)

[4. Timescale 3](#_Toc395092872)

[5. Approval 4](#_Toc395092873)

# Objectives & Purpose

### Name of in-house software

*[Give one phrase as name of in-house software]*

### Objectives and Main purposes

*[Describe objectives and main purpose of this application/tool]*

### Benefits

*[Describe how this application can help your department/CP Bank business*

*What is the savings in terms of time and cost (Cost Benefit Analysis)*

### Stakeholders

|  |  |
| --- | --- |
| ***Stakeholders Name*** | ***Roles & Responsibility*** |
| *[Specific stakeholder name]* | *[His/her role and responsibility in this in-house software engineering]* |
|  |  |
|  |  |

### What is the current process and Why current solution is not adequate?

*[Describe how this application can help your business]*

# Business Requirement

### 2.1 Summary Business Requirement

Priority includes 1-Must have, 2-Should have and 3-Nice to have

|  |  |  |
| --- | --- | --- |
| ***No*** | ***Business Requirement*** | ***Priority*** |
| *1* | *[Business requirement title]* | *[Put priority]* |
| *2* |  |  |
| *3* |  |  |

### 2.2 Detail Business Requirement

#### 2.2.1 Business Requirement No 1

1. Information to be captured *[List down all fields that you would like to capture]*

|  |  |
| --- | --- |
| **Field Name** | **Data Type (Free Text, Numeric, Money, Date/Time)** |
| *[Give field name in full]* | *[Select one from data type list]* |
|  |  |
|  |  |
|  |  |

1. Process Flow *[Process flow diagram from start to end]*
2. Output/Report *[Output document or reports required]*

Provide samples of the reports and frequency of reports. How many users accessing reports concurrently.

#### 2.2.2 Business Requirement No 2

1. Information to be captured *[List down all fields that you would like to capture]*

|  |  |
| --- | --- |
| **Field Name** | **Data Type (Free Text, Numeric, Money, Date/Time)** |
| *[Give field name in full]* | *[Select one from data type list]* |
|  |  |
|  |  |
|  |  |

1. Process Flow *[Process flow diagram from start to end]*
2. Output/Report *[Output document or reports required]*
3. Provide samples of the reports and frequency of reports. How many users accessing reports concurrently. *[Information related to samples/mockup of reports required]*

# Technology

*[How do you envisage this application will be delivered to your audience? e.g: via Web?]*

*[Is there any particular technology platform you are currently using and if it has impact to this deployment of application? e.g: Exclusive to Apple devices...]*

# Timescale

*[Please give your estimated timeline to launch this application/tool]*

# Approval

This document has been approved as the official Business Requirements Document. Following approval of this document, changes will be governed by change management process, including impact analysis, appropriate reviews and approvals according to Software Engineering Manual.

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
| [Requestor and Supervisor Name]  [Title] |  |  |
| Approved by | Signature | Date |
| [Approver Name]  [Title] |  |  |