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| Client-Referral DB |
| Business Requirement Document |
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| The business requirements document (BRD) is a formal statement of an application’s business requirements. |

# General

## Project Description

Provide a brief overview of the project.

### Background

Summarize the conditions that created the need for the application.

### Purpose

Describe the business objectives

### Assumptions and Constraints

Assumptions are future situations, beyond the control of the project, whose outcomes influence the success of a project. The following are examples of assumptions:

• Availability of a hardware/software platform

• Pending legislation

• Court decisions that have not been rendered

• Developments in technology

Constraints are conditions outside the control of the project that limit the design alternatives. The following are examples of constraints:

• Government regulations

• Standards imposed on the solution

• Strategic decisions

### Interfaces to External Systems

Name the applications with which the subject application must interface, State the following for each such application:

• Owner of application (if external to the Agency)

• Details of interface (only if determined by the other application)

## Document References

Name the documents that were sources of this version of the FRD. Include meeting summaries, white paper analyses, and other System Development Life Cycle deliverables, as well as any other documents that contributed to the FRD. Include the Configuration Management identifier and date published for each document listed.

# FUNCTIONAL REQUIREMENTS

The functional requirements describe the core functionality of the application. This section includes the data and functional process requirements.

## Data Requirements

Describe the data requirements by producing a logical data model, which consists of entity relationship diagrams, entity definitions, and attribute definitions. This is called the application data model. The data requirements describe the business data needed by the application system. Data requirements do not describe the physical database.

## Functional Process Requirements

Process requirements describe what the application must do. Process requirements relate the entities and attributes from the data requirements to the users’ needs.

### Data Flow Diagram

State the functional process requirements in a manner that enables the reader to see broad concepts decomposed into layers of increasing detail.

Process requirements may be expressed using data flow diagrams, text, or any technique that provides the following information about the processes performed by the application:

• Context

• Detailed view of the processes

• Data (attributes) input to and output from processes

• Logic used inside the processes to manipulate data

• Accesses to stored data

### User Interface

Provide screen design artifacts

### Processing

The processing should be defined by summarizing the control and data flow within it.

### Data

The data internal to a component should be defined.

# OPERATIONAL REQUIREMENTS

Operational requirements describe the non-business characteristics of an application.

## Security

The security Section describes the need to control access to the data. This includes controlling who may view and alter application data.

State the consequences of the following breaches of security in the subject application:

• Erasure of contamination of application data

• Disclosure of Government secrets

• Disclosure of privileged information about individuals

State the type(s) of security required. Include the need for the following as appropriate:

State if there is a need to control access to the facility housing the application.

• State the need to control access by class of users. For example, “No user may access any part of this application who does not have at least a (specified) clearance.”

• State the need to control access by data attribute. State, for example, if one group of users may view an attribute but may not update it while another type of user may update or view it.

• State the need to control access based on system function. State for example, if there is a need to grant one type of user access to certain system functions but not to others. For example, “This function is available only to the system administrator.”• State if there is a need for accreditation of the security measures adopted for this application. For example, C2 protection must be certified by an independent authorized organization.

## Audit Trail

List the activities that will be recorded in the application’s audit trail. For each activity, list the data to be recorded.

## System Availability

System availability is the time when the application must be available for use. Required system availability is used in determining when maintenance may be performed. In this section state the hours (including time zone) during which the application is to be available to users. For example, “The application must be available to users Monday through Friday between the hours of 6:30 a.m. and 5:30 p.m. EST.” If the application must be available to users in more than one time zone state the earliest start time and the latest stop time.

Include the times when usage is expected to be at its peak. These are times when system unavailability is least acceptable.

## Performance

Describe the requirements for the following:

• Response time for queries and updates

• Throughput

• Expected volume of data

• Expected volume of user activity (for example, number of transactions per hour, day, or month)

## Capacity

List the required capacities and expected volumes of data in business terms. For example, state the number of cases about which the application will have to store data. For example, “The project volume is 600 applications for naturalization per month.” State capacities in terms of the business. Do not state capacities in terms of system memory requirements or disk space.

## Data Retention

Describe the length of time the data must be retained. For example, “information about an application for naturalization must be retained in immediately accessible from for three years after receipt of the application.”

# REQUIREMENTS TRACE ABILITY MATRIX

The requirements trace ability matrix (RTM) provides a method for tracking the functional requirements and their implementation through the development process. Each requirement is included in the matrix along with its associated section number. As the project progresses, the RIM is updated to reflect each requirement’s status. When the product is ready for system testing, the matrix lists each requirement, what product component addresses it, and what test verify that it is correctly implemented.

Include columns for each of the following in the RTM:

• Requirement description

• Requirement reference in FRD

• Verification Method

• Requirement reference in Test Plan

# GLOSSARY

Include business terms peculiar to the application. Do not include any technology-related terms.