**Business Requirement Document**

**<CLIENT NAME>**

**<Project Name>**

**<Version Number>**

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| **Document Revision Control Table** | | | | | |
| **Version No.** | **Date Revised** | **Change Description** | **A/M/D (Add/Modify/ Deleted)** | **Prepared By** | **Approved By** |
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9. **Executive Summary**

*[Provide a summary of project components, aspects and associated details this Business Requirement Document covers.]*

1. **Client Details**

*[A short synopsis for the client, their background and departments that the Business Requirement Document covers.]*

1. **Stakeholders Categories**

*[This section contains the different verticals or categories of clients that could be affected by the project’s outcome. The following tabular format might be used to depict the details.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Stakeholder Type** | **Stakeholder Category** | **Key Stakeholders Names** | **Area of specialization** | **Responsibilities** |
|  |  |  |  |  |  |
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1. **Business Objectives**

*[Detailed listing/explanation of the real wants of the business users that will be fulfilled by the successful completion of the project]*

1. **Background**

*[This section provides information about the business as a whole, current business practices and outlines the business need that underlines this document.]*

1. **Scope**

*[This section entails what all is to be done as a part of the project efforts and what is not to be done.]*

**6.1 In Scope**

*[This section contains the functionalities which comes under the scope of the project.]*

* 1. **Out of Scope**

*[This section contains the functionalities which are out of the scope of the project.]*

1. **Features**

*[This section is an elaboration of the business objectives and contains the characteristics and attributes that are expected from the application or the software being developed.]*

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Feature Name** | **Feature Details** |
|  |  |  |
|  |  |  |
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1. **Functional Requirements**

*[Give comprehensive details about capabilities the project’s final product or services should have. Use cases, Flow diagrams, Wireframes or other similar types of information should be supplemented.]*

* 1. **Business Requirements**

*[All the business requirements that are to be covered by the project are detailed in a tabular format.]*

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Requirement Description** | **Priority** |
|  |  |  |
|  |  |  |
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* 1. **Configuration Requirements**

*[Requirements related to the system and default configurations are detailed here.]*

* 1. **Use Cases**

*[Detailed use cases related to the project/product functionalities are either described or mentioned here.]*

* 1. **Business Process Flows**

*[Diagrams depicting the process flow, information flow or data flow are detailed here.]*

1. **Non-functional Requirements**

*[The non-functional requirements like system response time, performance, scalability, and usability are included here.]*

* 1. **Performance Requirements**

*[Mention all the performance related attributes and expectations in this section.]*

**9.2 Usability Requirements**

*[All the information pertaining to how user friendly the system/application should be and any special considerations regarding the usability factor, comes here.]*

* 1. **Security Requirements**

*[Details against internal, external, data, information security and confidentiality are a part of this section.]*

* 1. **Training Requirements**

*[Any end user training requirements are described in this section.]*

* 1. **Recovery Requirements**

*[In case of any unforeseen calamity or natural disasters, the data recovery requirements that should be fulfilled, are mentioned.]*

**9.6 Storage Requirements**

*[Details against requirements and guidelines of data storage (both physical and soft data) are elaborated here.]*

1. **Reporting and quality assurance**

*[Elements like - quality processes to be followed in the project, metrics, project reporting and tracking are detailed here.]*

1. **Delivery Schedule**

*[The schedule pertaining to the delivery of the project/product functionalities are explained in this section.]*

|  |  |  |
| --- | --- | --- |
| **Delivery Name** | **Functionalities Delivered** | **Tentative Dates** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Other Requirements**

*[Any requirements that are not a part of any of the above detailed sections or any added details are provided here.]*

1. **Constraints**

*[Any factors that limit or slow the successful development, deployment or adoption of the solution are identified.]*

1. **Assumptions**

*[Assumptions against various sections of functional and non-functional requirements are mentioned here.]*

1. **Limitations**

*[Any restrictions or known boundaries of the system/application being developed, are detailed here.]*

1. **Risks**

*[Any factors that may pose a risk to the successful implementation of the project are detailed here.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Risk** | **Risk Description** | **Affects** | **Severity** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Glossary of terms**

*[Alphabetical listing of all the business language used in the Business Requirement Document and their associated explanation is provided here.]*