Business Requirements Document

<< Project Number >>

<< Project Name >>

**VERSION: N.N**

DATE <<YYYY-MM-DD >>

|  |  |  |  |
| --- | --- | --- | --- |
| **Version #** | **Date** | **Author** | **Modifications** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Project Details

|  |  |
| --- | --- |
| **Project Name** | Enter Project Name |
| **Project Type** | ***(e.g. New Initiative or Phase II)*** |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Project Sponsor** | ***(e.g. Soft Uni)*** |
| **Project Manager** |  |

1. Executive Summary

This document defines the high-level requirements [insert project name]. It will be used as the basis for the following activities:

* Creating solution designs
* Developing test plans, test scripts, and test cases
* Determining project completion
* Assessing project success

1. Project Overview
   1. **Problem Statement**

Describe the problem that you are solving with this project. What is the problem that the company/department/team is facing right now?

* 1. **Solution Overview**

Brief overview of the solution.

1. Business Process Flow
   1. **As-Is Diagram**

<Insert As Is Diagrams here>

* 1. **To-Be Diagram**

<Insert To Be Diagrams here>

1. Use Cases

**Use Case Diagram**

<<The primary purpose of the Use Case is to capture the required system behavior from the perspective of the end-user in achieving one or more desired goals. A Use Case contains a description of the flow of events describing the interaction between actors and the system. The use case may also be represented visually in UML in order to show relationships with other the use cases and actors>>.

**Use Case Narrative**

<Each Use Case should be documented using this template.>

|  |  |  |  |
| --- | --- | --- | --- |
| Use Case ID: |  | | |
| Use Case Name: |  | | |
| Created By: |  | Last Updated By: |  |
| Date Created: |  | Date Last Updated: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Scope & Level |  | | |
| Goal in context |  | | |
| Preconditions |  | | |
| Successful outcome |  | | |
| Failure Outcome | Failure | Outcome | Condition leading to outcome |
|  |  |  |
| Primary Actor |  | | |
| Secondary Actor |  | | |
| Main Scenario |  | | |
| Alternatives |  | | |
| Variations |  | | |
| Business Requirements |  | | |
| Notes and Issues |  | | |
| Use Case Diagram | | | |

1. Requirements

The following sections document the various business requirements of this project. The requirements in this document are prioritized with MoSCoW as follows:

|  |  |
| --- | --- |
| **RATING** | **DESCRIPTION** |
| **Must** | This requirement is critical to the success of the project. The project will not be possible without this requirement. |
| **Should** | This requirement is high priority, but the project can be implemented at a bare minimum without this requirement. |
| **Could** | This requirement is somewhat important, as it provides some value, but the project can proceed without it. |
| **Would** | This is a low priority requirement, or a “nice to have” feature, if time and cost allow it. |

**General Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *REQ#* | DESCRIPTION | TYPE | PRIORITY | USE CASE |
| *<ID>* | *<The system shall allow up to 10 users>* | *<F/NF>* | *<MSCW>* | *<#>* |
|  |  |  |  |  |
|  |  |  |  |  |

1. User Stories and Acceptance Criteria
   1. **User Story <<Name of User Story>>**

|  |  |
| --- | --- |
| **ID:** | **TITLE:** |
| **User Story** | **As a**  **I want to**  **So that** |
| **Acceptance Criteria** | *Acceptance Criteria 1:*  **Given that**  **When**  **Then**  *Acceptance Criteria 2:*  **Given that**  **When**  **Then** |