Project Requirements Document: [Project Name]

## **BI Analyst:** [Your name]

## **Client/Sponsor:** [Name and title]

## **Purpose:** (Briefly describe why the project is happening and why the company should invest resources in it.)

## **Key dependencies:** (Detail the major elements of this project. Include the team, primary contacts, and expected deliverables.)

## **Stakeholder requirements:** (List the established stakeholder requirements, based on the Stakeholder Requirements Document. Prioritize the requirements as: R - required, D - desired, or N - nice to have.)

## **Success criteria:** (Clarify what success looks like for this project. Include explicit statements about how to measure success. Use SMART criteria.)

## **User journeys:** (Document the current user experience and the ideal future experience.)

## **Assumptions:** (Explicitly and clearly state any assumptions you are making.)

## **Compliance and privacy:** (Include compliance, privacy, or legal dimensions to consider.)

## **Accessibility:** (List key considerations for creating accessible reports for all users.)

**Roll-out plan:** (Detail the expected scope, priorities and timeline.)