Business Requirements Document (BRD)

Project Title

Sample Corporate IT Change Project

Version

1.0

Date

July 24, 2025

Prepared by

[Your Name / Team Name]

Document Control

Version | Date | Author | Description

1.0 | 2025-07-24 | [Your Name] | Initial draft

Executive Summary

This document outlines the business requirements for implementing a corporate IT change initiative

aimed at improving operational efficiency, data security, and user experience across departments.

The proposed solution will replace legacy systems with a modern, integrated platform.

Business Drivers

- Operational Inefficiencies

- Security Risks

- Scalability Needs

- User Experience

Current vs. Proposed Workflows

Current Workflow:- Manual data entry across multiple platforms

- Redundant approval processes

- Limited reporting capabilities

Proposed Workflow:

- Centralized data management

- Automated approvals via workflow engine

- Real-time dashboards and analytics

(Insert flowchart here)

Functional Requirements

ID | Requirement Description | Priority | Owner

FR1 | Centralized user authentication | Critical | IT Security

FR2 | Automated workflow for approvals | High | Operations

FR3 | Real-time reporting dashboard | Medium | BI Team

FR4 | Mobile access for field employees | High | IT Support

FR5 | Integration with existing HR and Finance systems | Critical | IT Integration

Non-Functional Requirements

ID | Requirement Description | Priority | Notes

NFR1 | System uptime of 99.9% | Critical | SLA with vendor

NFR2 | Data encryption at rest and transit | High | Compliance with ISO standards

NFR3 | Response time < 2 seconds | Medium | For dashboard queries

NFR4 | Scalability to 10,000 users | High | Future-proofing

Cost-Benefit Analysis

Item | Cost Estimate | Benefit DescriptionSoftware Licensing | $50,000 | Access to modern tools

Implementation Services | $30,000 | Expert deployment and configuration

Training & Onboarding | $10,000 | Reduced ramp-up time

Expected ROI | $150,000 | Annual savings from efficiency gains

Timeline & Milestones

Phase | Start Date | End Date | Milestone Description

Requirements Finalization | Aug 1, 2025 | Aug 15, 2025 | Stakeholder sign-off

Development | Aug 16, 2025 | Oct 15, 2025 | System build complete

Testing | Oct 16, 2025 | Nov 15, 2025 | QA and UAT completed

Deployment | Nov 16, 2025 | Nov 30, 2025 | Go-live

Resources

- Project Manager: [Name]

- IT Team: 5 Developers, 2 QA Engineers

- Business Analysts: 2

- Training Staff: 3

Assumptions

- Budget approval will be granted by August 1, 2025

- All stakeholders will be available for UAT

- Existing infrastructure supports new system requirements

Glossary

Term | Definition

UAT | User Acceptance Testing

SLA | Service Level Agreement

BI | Business Intelligence

ROI | Return on Investment