Ministry/Agency Name

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Project Name
Project #:
Business Requirements Document (BRD) Template

Prepared by: Author's Name
Prepared for:
Date Submitted: [Date]

Project Sponsor: Project Sponsor's Name
Client Acceptor:
Project Manager:

Document Number: 6450-20/Project Number /BRD
Security Classification: Low
Version: 0.1

Last Updated: April 26, 2013
Creation Date: June 06, 2006

Table of Contents

1. Introduction

1.1. Document Purpose

The purpose of this document is to describe business requirements of an Application completely, accurately and unambiguously in Technology-independent manner. All attempts have been made in using mostly business terminology and business language while describing the requirements in this document. Very minimal and commonly understood Technical terminology is used. **Use case / Designer approach** is used in modeling the business requirements in this document. *[Delete the approach that is not applicable.]*

1.2. Intended Audience

The main intended audience for this document are the business owners of the proposed system. This document should be readable by business owners of the proposed system. They must be able to verify that their business requirements have been documented here completely, accurately and unambiguously.

Data Architects, Application Architects and Technical Architects would also find the information in this document useful when they need to design a solution that will address these business requirements.

Since the requirements are documented here in Technology-independent manner, the end-users of the system should be able to comprehend the requirements fairly easily from this document.

Document filling instructions

- *This document template contains hidden text. To enable hidden text, under the "Tools | Options | View" tab, make sure that "Hidden Text" is checked. To print the template with hidden text displayed, under the "Tools | Options | Print" tab, make sure that "Hidden Text" is checked.*

- *The text in **black colour** is meant to be part of the final filled in document. Please do not delete them.*

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- *Please do not leave any section blank. If a section is not applicable, then type in "Not Applicable" in that section.*

- *Please ensure not to describe System Design issues in this document.*

- *Currently two approaches to modeling the Business Requirements are supported by Ministry's ADE standards :*

  - *UML Use case modeling using any tool that supports the UML notation and standards as described in the ADE standards web site ;*

  - *Entity Relationship Diagram (ERD) and Function Hierarchy Diagram (FHD) modeling using Oracle Designer tool.*

- *This document template supports both Use case and Designer modeling approaches. It is highly recommended that only one of the two modeling approaches is adopted for describing the Business Requirements in this document and not a hybrid approach. Data models may be presented either in ERD notation or in UML class notation, regardless of which modeling approach was used. All Modeling should conform to Ministry's modeling standards.*

- ***If Use case approach is followed, then please delete Designer sections and vice versa. The section numbers in the document are automatically re-sequenced when certain sections are deleted.***

- *After finishing the document, please re-generate the complete Table of Contents to reflect the correct page numbering. (Select the Table of contents; right-click; select "update fields" and select "update entire table" commands.)*

1.3. Project Background

This section describes if these Business Requirements are as a result of any previous meetings, correspondence, legislation etc.

1.4. Purpose of the Business Requirements

This section describes the purpose of the Business Requirements.

- ☐ Business requirements for major enhancements to an existing application.
- ☐ Business requirements for new application development.
- ☐ Business requirements for replacement application development.
- ☐ Business requirements for a request for proposals (RFP).

1.5. Business Goals/Objectives to be achieved

This section describes the major goals/objectives to be achieved with the implementation of the Business Requirements.

1.6. Benefits/Rationale

This section describes the major benefits to be achieved with the implementation of the Business Requirements.

1.7. Stakeholders

Stakeholders are the individuals or groups who have a vested interest in this project and whose interests need to be considered throughout the project. This section lists the Stakeholders of the Application / Project for which these Business requirements are documented.

1.8. Dependencies on existing systems

This section describes the dependencies between the Application for which these Business Requirements are written and the other existing applications/systems.

1.9. References

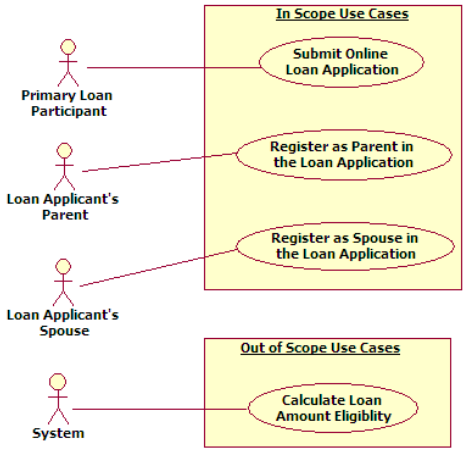
This section lists the references to previous documentation, correspondence etc , if any, that are related to these Business Requirements.

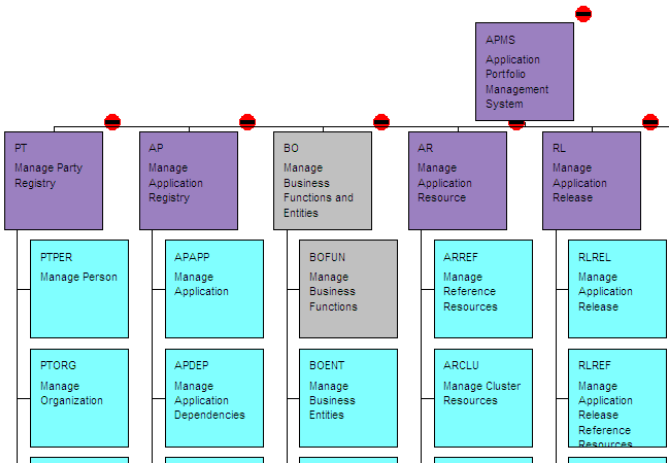
1.10. Assumptions

This section describes major assumptions that were made prior to or during the Business Requirements gathering and documentation.

2. Requirements Scope

This section shows what business functionality is in scope and out of scope for Implementation. In Use case approach, the out of scope Use cases are indicated in a separate boundary box. In Oracle Designer approach the out of scope Functions are shown in grey coloured boxes.





2.1. In Scope

2.2. Out of Scope

3. Functional Requirements

This section describes the *Functional requirements* part of the Business Requirements. In Use case approach, the *Functional Requirements* comprises of Actor Profile Specification, Essential Use case diagram and Essential Use case specification in narrative text form. In Oracle Designer approach the *Functional Requirements* comprises of Business Unit Definition Report, Function Hierarchy Diagram and Function Definition Report.

3.1. Actor Profiles Specification

This section describes all the Actors and their profiles within the context of the Business Requirements being documented. An Actor is a person, organization or an external system/sub-system/program that has interactions with the Application. Actors, by definition, are external to the system with which they are having interactions. Actors have goals that are achieved by use cases. Typically, Actors have behaviour and are represented by the roles they play in the use cases. An Actor stimulates the system by providing input and/or receiving something of measurable value from the system.

In Use case approach, the Actor Profile is documented in a separate template available on the ADE web site.

In Oracle Designer approach the Actor Profile information is documented under “Business Units” folder of Oracle Designer and the “Business Units Definition” report from Oracle Designer is generated and attached with these Business Requirements.

Actor Name	Actor Type	Access Type needed	Comments
	☐ Stakeholder ☐ Primary Actor ☐ Supporting Actor	☐ Create ☐ Print ☐ Read ☐ Export ☐ Update ☐ Others ☐ Delete	
	☐ Stakeholder ☐ Primary Actor ☐ Supporting Actor	☐ Create ☐ Print ☐ Read ☐ Export ☐ Update ☐ Others ☐ Delete	
	☐ Stakeholder ☐ Primary Actor ☐ Supporting Actor	☐ Create ☐ Print ☐ Read ☐ Export ☐ Update ☐ Others ☐ Delete	
	☐ Stakeholder ☐ Primary Actor ☐ Supporting Actor	☐ Create ☐ Print ☐ Read ☐ Export ☐ Update ☐ Others ☐ Delete	

3.2. Essential Use Case Diagram

This section is applicable only to Use case approach. This section depicts the Business Requirements in the form of Essential Use case diagram. In the Use case approach, the Functional Requirements are decomposed into a number of Essential Use cases. Essential use cases are of primary importance early in a project's requirements/analysis phase. Their purpose is to document the business process that the Application must support without bias to technology and implementation.

3.3. Essential Use Case Specifications

This section is applicable only to Use case approach. This section describes each Essential Use case in narrative text form. A use case typically has one basic course of action and one or more alternate courses of actions. The basic course of action is the main start-to-finish path that the use case will follow, where as the alternate courses represent the infrequently used paths and exceptions, error conditions etc. The complete business logic of a use case such as basic course of action, alternate course of action, pre-condition, post-condition etc is not depicted in the Use case diagram. Rather they are documented in narrative style in use case specifications.

If the number of use cases is less than 15, the Essential Use case specifications in narrative form are included in this BRD in tabular format. Each use case is described in a separate table. If the number of use cases is greater than 15, the Essential Use case specifications in narrative form are attached as a separate document with this BRD.

Use Case Id : ##

Use Case Name		
Description		
Actors		
Business Rules	List the business rules of Section 3.6 that this use case references. Mention only the Business rule Id here. Provide hyperlinks to the business rules of section 3.6.	
Basic Flow	**Alternate Flows**	
Non-Functional Requirements		
Pre-Conditions		
Post-Conditions		
Extension Points	**Extension Condition**	**Extending Use Case**
List of <<included>> use cases	**List of <<extended>> use cases**	**List of "inherited from (parent)" use cases**

3.4. Function Hierarchy Diagram

This section is applicable only to Designer approach. This section depicts the Business Requirements in the form of Function Hierarchy Diagram (FHD). In the Oracle Designer approach, the Functional Requirements are decomposed into a number of Business Functions.

3.5. Function Definition Report

This section is applicable only to Designer approach. This section describes each Business Function in narrative text form.

3.6. Business Rules

This section lists and describes the business rules applicable to the proposed system.

Business Rule Id	Rule Name	Rule Description	Rule Source
BR#####			- Policy manual - Strategic decisions - Contractual obligations - Subject matter experts - Other Sources (mention the sources)

4. Data Requirements

This section describes the Data requirements part of the Business Requirements.

4.1. Data Architecture

This section describes the Data Architectural requirements part of the Business Requirements.

4.1.1. Domain Class Diagram

This section is applicable only to Use case approach. This section depicts the Data Architecture in the form of Domain Class Diagram. In the Use case approach, the conceptual data architecture (structural aspects) for the Business Requirements is modeled using Domain Class Diagram. The Domain Class Diagram is used to model the conceptual classes, its attributes (fields) and operations (methods) and also the interrelationships (association, composition, aggregation and generalization) between the classes. Domain model is a representation of real world conceptual classes, not of software components.

4.1.2. Entity Relationship Diagram

This section is applicable only to Oracle Designer approach. This section depicts the Data Architecture in the form of Entity Relationship Diagram (ERD). In the Oracle Designer approach, the conceptual data architecture (structural aspects) for the Business Requirements is modeled using Entity Relationship Diagram (ERD).

4.2. Data Volumes

This section describes the expected approximate Data volumes (initial volume and annual growth %) for each conceptual Class or Entity.

4.3. Data Conversion

This section describes the high-level Data Conversion Requirements.

4.4. Data Retention and Archiving

This section describes the Data retention (time frames for online Data retention before archiving) and also the archiving requirements.

4.5. FOI/Privacy Implications

This section describes the sensitivity levels of each class of data. The following criteria are used in determining the sensitivity level of each conceptual class/entity in line with the Government Core Policy Manual).

- ***Non-sensitive*** *information that would not reasonably be expected to cause injury (harm) if released to the public;*
- ***Protected A****: information that, if compromised, could reasonably be expected to cause injury (harm), e.g. loss of privacy;*
- ***Protected B****: information that, if compromised, could reasonably be expected to cause serious injury (harm), e.g. the conduct of a court proceeding would be adversely affected;*
- ***Protected C****: information that, if compromised, could reasonably be expected to cause extremely grave injury (harm), e.g. loss of life.*

Conceptual Class / Entity	**Data Sensitivity Level**

Name	**(Non-sensitive, Protected A, Protected B, Protected C)**

4.6. Data Definition Reports

This section describes the Data Architecture / definition in a report format.

4.6.1. Domain Class Definition Report

This section is applicable only to Use case approach. This section describes Data Architecture / definition (Domain Class model) in narrative text form.

Class Name	
Class Description	
Initial Data Volume (approx.)	
Annual Data growth rate (in approx. %)	
Attributes (fields) of the class	Name : Description :
	Name : Description :
	Name : Description :
	Name : Description :
	Name : Description :
	Name : Description :

4.6.2. Entity Definition Report

This section is applicable only to Oracle Designer approach. This section describes Data Architecture / definition (Entity Relationship model) in narrative text form.

Entity Name	
Entity Description	
Initial Data Volume (approx.)	
Annual Data growth rate (in approx. %)	
Attributes (fields) of the Entity	Name : Description :
	Name : Description :
	Name : Description :
	Name : Description :
	Name : Description :
	Name : Description :

5. Non-Functional requirements

This section describes the non-functional requirements part of the Business Requirements. A non-functional requirement is typically a special requirement that is not easily or naturally specified in the text of the use case's or function's event flow. Examples of non-functional requirements include legal and regulatory requirements, application standards, and quality attributes of the system to be built including usability, reliability, performance or supportability requirements.

5.1. Security Requirements

This section describes the Security requirements part of the Business Requirements.

5.1.1. Authentication

This section describes the Authentication requirements part of the Business Requirements. Authentication is the process of verifying the genuineness of claims that a person/group makes to establish identity/eligibility for access to services. In order to ascertain the Authentication requirements of the Application, it is required to analyse the type of transactions that different Use

cases/Business Functions trigger within the Application. The following criteria is used in determining transaction types of each use case/function (in line with the Government Core Policy Manual) :

Level 0 : Anonymous transaction *– triggers transactions that do not require or allow a person to be identified, or transactions which require protection of a person's identity. For example, access to online information about government programs or services or protecting a person's identity. Combining the transaction data with other data must not allow identification of a particular individual.*

Level 1 : Pseudonymous transaction *– triggers transactions that do not require a person to be identified but do require a means for further contact to deliver a product or service. For example, a note from someperson@internet.ca can not be readily translated into an individual's name, but it may be sufficient to request information, to provide some services, or on-going follow up.*

Level 2 : Identified transaction *– triggers transactions that require that a person be specifically identified. The nature of the transaction may require confirmation of a person's identity (e.g., name, address, birth date, etc.) and/or data linking the person to a transaction (e.g., invoice number, personal health number, etc.).*

Level 3 : Verified transaction *– triggers transactions that require: the person to be specifically identified; verification of the integrity of the data exchanged and the exchange itself; and, the creation of sufficient evidence to indicate that the person agreed to be bound by the transaction. For example, a note signed with a digital certificate, audit trails and security logs may provide sufficient evidence that a specific person intended to conduct a transaction.*

Use Case / Business Function Name	**Transaction type triggered (Level 0 : Anonymous, Level 1 : Pseudonymous, Level 2 : Identified, Level 3 : Verified)**

5.1.2. Authorization and Access Controls

This section describes the Authorization and Access Control requirements part of the Business Requirements at a high-level. Authorization is the process of determining if the person/group, once identified through the "Authentication process", is permitted to have access to certain services. The Authorization and Access Control requirements are best described through a matrix.

Actor / Business Unit Name	**Conceptual Class / Business Entity Name**	**Type of Access Control needed on the Conceptual Class / Business Entity :** **C → Create** **R → Read** **U → Update** **D → Delete**

5.1.3. Information Security Classification and labelling

This section is provided for information purposes only. Please do not delete this section while creating the Business requirements Document from this template.

The "*Information security classification and labeling* of information assets" is a process published and managed by OCIO. According to this process, all government "records" as defined in the Interpretation Act need to be classified. ("record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise).

There are no business requirements (functional or non-functional requirements) applicable to the *Information security classification* of the application/project/initiative for which the BRD is being written. Hence there is no need to fill-in anything in this section.

However, please be aware that the finished application/initiative/project and all its output deliverables (such as documents, models, diagrams etc) need to be classified and labelled in accordance with the OCIO guidelines. This will help in determining how much protection the finished application and its data will need commensurate with its sensitivity levels determined during information security classification process. It will also help in evaluation of risks associated with authorized and unauthorized disclosures of the application's data.

5.2. Availability Requirements

This section describes the system availability requirements.

Use Case / Business Function Name	**Availability Requirements** **- Regular work hours** **- 24x7** **- Any other (please describe)**

5.3. Usability Requirements

This section describes the system usability requirements. A usability requirement specifies how easy the system must be to use. Usability is a non-functional requirement, because in its essence it doesn't specify parts of the system functionality, but specifies only how that functionality is to be perceived by the user, for instance how easy it must be to learn and operate the system.

5.4. System Help Requirements

This section describes what kind of System Help features are needed to be built into the system.

Use Case / Business Function Name	**Help Requirements** **- Field level (online)** **- Screen level (online)** **- Help Printing Options** **- Operations Manual (Offline)** **- Any other (please describe)**

5.5. Performance Requirements

This section describes system performance expectation levels (response times).

Use Case Name / Business Function Name / Transaction description	**Performance Requirements (response time) (in seconds or minutes)**

5.6. Scalability Requirements

This section describes how the system is expected to scale to new higher or lower levels. Both user and application scalability requirements are described here. *Data scalability is not described here as it is already described in the "data volumes" section earlier*.

5.6.1. User Scalability

5.6.2. Application Scalability

6. Interface Requirements

This section describes User and System Interface requirements for the proposed system.

6.1. User Interface Requirements

6.2. System Interface Requirements

7. Business Glossary

APMS Update

APMS update required? ☐ Yes ☐ No

APMS updated/to be updated on (date):

Comments:

Revision Log

Date	*Version*	*Change Reference*	*Reviewed by*
[date]			

Appendices

Enter content here.

Approval

This document has been approved as the official Business Requirements Document for the Project Name project.

Following approval of this document, changes will be governed by the project's change management process, including impact analysis, appropriate reviews and approvals, under the general control of the Master Project Plan and according to Project Support Office policy.

Prepared by	***Signature***	***Date***
Author's Name [Title] [Organization]	_____	_____
Approved by	***Signature***	***Date***
[Client Acceptor's Name] [Title] [Organization]	_____	_____