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**Project #:**

**Project Name**

*[Complete file/properties to populate fields on this page and in the document headers]*

Ministry/Agency Name



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**6.**

*Project Name*

*this document. Please fill in the sections as per instructions and then delete the red coloured*

*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.*

*The text in* ***red colour*** *is instructions and examples on what to fill in the various sections of*



***Document filling instructions***

*text (instructions and examples).*

*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.*



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**1.2.Intended Audience**

*Project Name*

**Introduction**

**1.**

**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.]*

*Business Requirements Document*

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.

*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.

***sections are deleted.***

Business requirements for new application development.

Business requirements for replacement application development.

Business requirements for a request for proposals (RFP).

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*using Oracle Designer tool.*

*Project Name*

*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*



*Business Requirements Document*

*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***

**1.8.Dependencies on existing systems**

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Requirements gathering and documentation.

This section describes major assumptions that were made prior to or during the Business

**Assumptions**

**1.10.**

related to these Business Requirements.

This section lists the references to previous documentation, correspondence etc , if any, that are

**1.9. References**

Requirements are written and the other existing applications/systems.

This section describes the dependencies between the Application for which these Business

*Business Requirements Document*

Application / Project for which these Business requirements are documented.

interests need to be considered throughout the project. This section lists the Stakeholders of the

Stakeholders are the individuals or groups who have a vested interest in this project and whose

**1.7. Stakeholders**

Requirements.

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

**1.6. Benefits/Rationale**

Business Requirements.

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

**1.5.Business Goals/Objectives to be achieved**

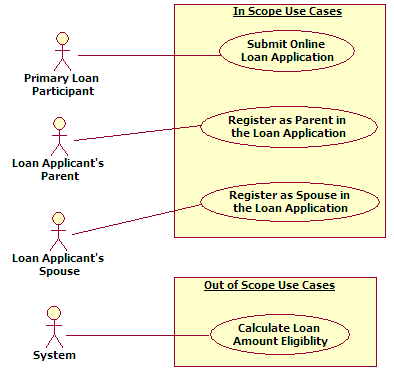
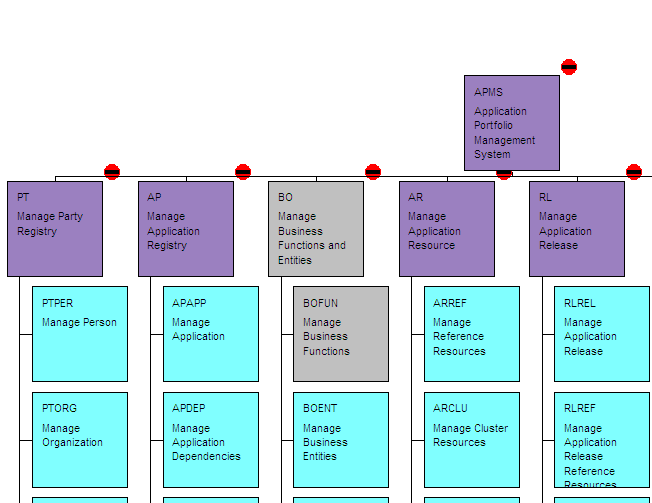
*Project Name*

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**2.1.In Scope**



*Business Requirements Document*

Oracle Designer approach the out of scope Functions are shown in grey coloured boxes.

In Use case approach, the out of scope Use cases are indicated in a separate boundary box. In

This section shows what business functionality is in scope and out of scope for Implementation.

**2.**

**Requirements Scope**

*Project Name*

system/program that has interactions with the Application. Actors, by definition, are external to the

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generated and attached with these Business Requirements.

folder of Oracle Designer and the “Business Units Definition” report from Oracle Designer is

In Oracle Designer approach the Actor Profile information is documented under “Business Units”

ADE web site*.*

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

measurable value from the system.

cases. An Actor stimulates the system by providing input and/or receiving something of

cases. Typically, Actors have behaviour and are represented by the roles they play in the use

system with which they are having interactions. Actors have goals that are achieved by use

*Business Requirements Document*

Requirements being documented. An Actor is a person, organization or an external system/sub-

This section describes all the Actors and their profiles within the context of the Business

**3.1.Actor Profiles Specification**

Hierarchy Diagram and Function Definition Report.

approach the *Functional Requirements* comprises of Business Unit Definition Report, Function

Use case diagram and Essential Use case specification in narrative text form. In Oracle Designer

case approach, the *Functional Requirements* comprises of Actor Profile Specification, Essential

This section describes the *Functional requirements* part of the Business Requirements. In Use

**3.**

**Functional Requirements**

**2.2.Out of Scope**

*Project Name*

Supporting Actor

Export

Read

Primary Actor

Print

Create

Stakeholder

Delete

Others

Update

Supporting Actor

Export

Read

Primary Actor

This section is applicable only to Use case approach. This section describes each Essential Use

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are attached as a separate document with this BRD.

number of use cases is greater 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

If the number of use cases is less than 15, the Essential Use case specifications in narrative form

case diagram. Rather they are documented in narrative style in use case specifications.

of action, alternate course of action, pre-condition, post-condition etc is not depicted in the Use

exceptions, error conditions etc. The complete business logic of a use case such as basic course

use case will follow, where as the alternate courses represent the infrequently used paths and

alternate courses of actions. The basic course of action is the main start-to-finish path that the

case in narrative text form. A use case typically has one basic course of action and one or more

Print

**3.3.Essential Use Case Specifications**

and implementation.

is to document the business process that the Application must support without bias to technology

cases are of primary importance early in a project’s requirements/analysis phase. Their purpose

Functional Requirements are decomposed into a number of Essential Use cases. Essential use

Requirements in the form of Essential Use case diagram. In the Use case approach, the

This section is applicable only to Use case approach. This section depicts the Business

**3.2.Essential Use Case Diagram**

Delete

Others

Update

Update

Supporting Actor

Export

Read

Primary Actor

Print

Create

Others

Stakeholder

**Actor Name**

**Comments**

**Access Type needed**

**Actor Type**

*Project Name*

Export

Create

Stakeholder

Delete

Others

Update

Supporting Actor

*Business Requirements Document*

Read

Primary Actor

Print

Create

Stakeholder

Delete

**Extension Condition**

**List of <<extended>> use**

**List of <<included>> use**

**Extending Use Case**

**Extension Points**

**Post-Conditions**

This section is applicable only to Designer approach. This section depicts the Business

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Function in narrative text form.

This section is applicable only to Designer approach. This section describes each Business

**3.5.Function Definition Report**

approach, the Functional Requirements are decomposed into a number of Business Functions.

Requirements in the form of Function Hierarchy Diagram (FHD). In the Oracle Designer

**3.4.Function Hierarchy Diagram**

**(parent)” use cases**

**cases**

**cases**

**List of “inherited from**

**Use Case Name**

**Actors**

**Description**

**Business Rules**

**Use Case Id : ##**

*Project Name*

**Pre-Conditions**

**Non-Functional Requirements**

**Alternate Flows**

*Business Requirements Document*

**Basic Flow**

of section 3.6.

Id here. Provide hyperlinks to the business rules

case references. Mention only the Business rule

List the business rules of Section 3.6 that this use

*Business Requirements Document*

*Project Name*

**3.6.Business Rules**

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

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

-

Ot

her Sources (mention

the sources)

**4.**

**Data Requirements**

bject matter experts

**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.

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**Rule Source**

*Project Name*

**Business**

**Rule Name**

**Rule Description**

*Business Requirements Document*

**Rule Id**

-

Po

BR####

licy manual

-

Str

ategic decisions

-

Co

ntractual obligations

-

Su

***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**

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This section describes the high-level Data Conversion Requirements.

*Project Name*

**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**

*Business Requirements Document*

**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;*

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definition (Domain Class model) in narrative text form.

This section is applicable only to Use case approach. This section describes Data Architecture /

**Domain Class Definition Report**

**4.6.1.**

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

**4.6.Data Definition Reports**

*Business Requirements Document*

**Protected C)**

**Protected B,**

**Protected A,**

**(Non-sensitive,**

**Name**

*Project Name*

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.

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*Project Name*

**Class Name**

**Class Description**

*Business Requirements Document*

**Initial Data Volume (approx.)**

**Annual Data growth rate (in approx. %)**

Name :

**Attributes (fields) of the class**

Description :

attributes of the system to be built including usability, reliability, performance or supportability

Description :

Name :

Description :

Name :

Description :

**Non-Functional requirements**

**5.**

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

Name :

requirements.

**Security Requirements**

**5.1.**

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

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*Project Name*

**Entity Name**

**Entity Description**

**Initial Data Volume (approx.)**

*Business Requirements Document*

**Annual Data growth rate (in approx. %)**

Name :

**Attributes (fields) of the Entity**

Description :

Name :

Description :

Name :

Description :

**Transaction type triggered**

**Function Name**

**(Level 0 : Anonymous,**

**Level 1 : Pseudonymous,**

**Level 2 : Identified,**

**Level 3 : Verified)**

**Use Case / Business**

**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.

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***Level 2 : Identified transaction*** *– triggers transactions that require that a person be*

*Project Name*

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.*

*Business Requirements Document*

*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.*

**5.1.3.**

stored by any means whether graphic, electronic, mechanical or otherwise).

photographs, letters, vouchers, papers and any other thing on which information is recorded or

Interpretation Act need to be classified. (“record” includes books, documents, maps, drawings,

and managed by OCIO. According to this process, all government “records” as defined in the

The “*Information security classification and labeling* of information assets” is a process published

creating the Business requirements Document from this template.

This section is provided for information purposes only. Please do not delete this section while

**Information Security Classification and labelling**

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.

**Availability Requirements**

**5.2.**

This section describes the system availability requirements.

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**Conceptual Class /**

*Project Name*

**Actor / Business**

**Conceptual Class /**

**Type of Access Control**

**Unit Name**

**Business Entity Name**

**needed on the**

*Business Requirements Document*

**Business Entity :**

**C**

**Create**



**R**

**Read**



**U**

**Update**



**D**

**Delete**



easy the system must be to use. Usability is a non-functional requirement, because in its essence

**Usability Requirements**

**5.3.**

This section describes the system usability requirements. A usability requirement specifies how

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.

**System Help Requirements**

**5.4.**

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

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**Availability Requirements**

*Project Name*

**Use Case / Business**

*Business Requirements Document*

**Function Name**

**- Regular work hours**

**- 24x7**

**- Any other (please describe)**

**(response time)**

**(in seconds or minutes)**

**description**

**Function Name / Transaction**

**Performance Requirements**

**Use Case Name / Business**

**Scalability Requirements**

**5.6.**

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**

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**- Any other (please describe)**

*Project Name*

**Use Case / Business**

**Help Requirements**

**Function Name**

**- Field level (online)**

**- Screen level (online)**

**- Help Printing Options**

**- Operations Manual (Offline)**

*Business Requirements Document*

**Performance Requirements**

**5.5.**

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

*Business Requirements Document*

*Project Name*

**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**

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Enter content here.

**Appendices**

[date]

Comments:

***Version***

***Date***

**Revision Log**

APMS updated/to be updated on (date):

No

Yes

APMS update required?

**APMS Update**

*Project Name*

***Reviewed by***

***Change Reference***

*Business Requirements Document*

[Client Acceptor’s Name]

[Organization]

***Approved by***

***Signature***

***Date***

[Title]

[Organization]

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*Project Name*

**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.

*Business Requirements Document*

***Prepared by***

***Signature***

***Date***

Author's Name

[Title]