**Business requirements document template**

**Company name**

**Project name**

**Executive summary**

*Use this section to describe the purpose of the document. Keep it brief so your reader can quickly understand what will be covered in the rest of the BRD.*

This business requirements document (BRD), outlines the requirements for the <Name of project> project. It provides an overview of the current process and details about the proposed process after the solution has been adopted.

**Project overview and objectives***The project overview and objectives section should provide as much information as possible about the project.*

*Include brief sections that explore:*

* *Overall goal(s) for the project*
* *High-level description of what the project will accomplish*
* *How the goal supports larger strategic objectives*
* *Stakeholders involved*
* *Background of the project (How it came to be and issues or problems experienced)*
* *Business drivers that make this project important (Operational, market, environmental or financial)*
* *Description of current process and proposed process (Diagrams can be helpful)*

**Business requirements**

*Use this section to outline the business requirements as well as their importance to the project. Priority ratings should include: critical, high, medium, low and future. Begin with critical needs and work down to low and future requirements.*

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Description | Rationale | Stakeholders |
| *Priority level* | *Description of the requirement* | *Why is requirement included?* | *Departments or teams impacted* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project scope**

*The project scope will clearly define what work is in scope. If possible, also providing details on what is out of scope can also be helpful. This section is crucial to staying within budget.*

In scope:

* *Objective 1*
* *Objective 2*
* *Objective 3*

Out of scope:

* *Non-priority 1*
* *Non-priority 2*

**Glossary**

*Use this section to provide definitions for any jargon, industry-specific terms or acronyms used. Also include information about any internal terminology that your vendor may not be familiar with.*