**BUSINESS REQUIREMENTS   
DOCUMENT TEMPLATE**

# PROJECT DETAILS

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| PROJECT NAME | | |
|  | | |
| CREATOR | | |
|  | | |
| DOCUMENT NO. | DATE | VERSION NO. |
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| 1. EXECUTIVE SUMMARY SNAPSHOT |
| Provide an executive summary (overview of your business requirements) here. Your executive summary should be a “snapshot” of the purpose of your business requirements, including a brief description of any analysis, findings, project details, scope, business drivers, proposed process, current process, and functional requirements. An executive summary provides an overview of a larger document or of research and is usually the first thing your reader will see. Here are the questions you should answer when writing your business requirements executive summary:  - What is the goal (purpose) of this business requirements document (BRD)?  - Who is the audience for this business requirements document? |
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| 2. PROJECT DESCRIPTION |
| In this section, describe the project for which you are writing this business requirements document. Describe the project’s purpose, what the current process/solution is for the project, what the challenges are, and why you need to undertake the project. |
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| 3. PROJECT SCOPE | |
| Provide a high-level description of the project’s scope, including a list of project-specific goals, tasks, deliverables, costs, deadlines -- everything that is “in” and “out” of scope for the project. This information provides team members with guidelines for the scope of the project, so they can plan and resource accordingly. | |
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| IN-SCOPE ITEMS | OUT-OF-SCOPE ITEMS |
| Item 1: | Item 1: |
| Item 2: | Item 2: |
| Item 3: | Item 3: |
| Item 4: | Item 4: |
| Etc. |  |

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| 4. BUSINESS DRIVERS | |
| Enter the reasons (i.e., business drivers) why your business is initiating the project. In short, Why are you undertaking the project? Examples might include the following: legal requirements, cost savings with a more efficient practice, updated import/export laws, improved efficiency, improved sales, etc. | |
| **Business Driver 1:** | Provide a detailed explanation for this driver... |
| **Business Driver 2:** | Provide a detailed explanation for this driver… |
| **Business Driver 3:** | Provide a detailed explanation for this driver… |
| **Business Driver 4:** | Provide a detailed explanation for this driver… |

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| 5. PRESENT PROCESS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |
| Provide details of your current, prevailing process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the current process. |
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| 6. PROPOSED PROCESS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |
| Provide details of the proposed process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the proposed process. For this process, we recommend that you use the same illustrative tool/style that you used for your present/current process (above). |
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| 7. FUNCTIONAL REQUIREMENTS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |
| Detail the project’s functional requirements by enumerating the ways in which the current process addresses the issue and by describing the functional requirements necessary to make the project successful. |
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| 8. NON-FUNCTIONAL REQUIREMENTS UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | |
| Detail all non-functional requirements (NFRs) of the project, including such things as features, system behavior, and project characteristics that relate to user experience. | |
| **ID** | **REQUIREMENT** |
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