Format for BRD

# About this document

* This document lists the format for creating a BRD at the beginning of each development cycle.
* Each BRD shall follow this format going forward to ensure easy understanding and consistency, to make is easier for customer to read through the document and understand it quickly.
* Please make a copy of this file while creating a new BRD and make changes to that file.
* A downloadable copy of this file will be available on the support-center.
* Please ensure you remove comments, highlighted text, etc. when you export the file.
* It is recommended that a PDF file be sent out, but depending on the context, DOCX may be acceptable.
* Do not change the font of the document or any styling. This is for the sake of consistency across all deployments.
* Nomenclature for release note:
  + brd\_youtrack-ticket-id\_release-date
  + E.g. brd\_ SQL-1234 \_ dec-31-2000

// BRD = Business Release Document

// SQL-1234 = Parent Ticket Number / EPIC of the Task at Hand

// dec-31-2000 = The date on which the BRD will be released

* Please follow this nomenclature for easy looking up of previous BRDs.

[dashboard\_name]

### [Program\_name] | [Initiative\_name] | Business Requirement Document

**Prepared For:** [name of the target audience]

**Document Owner(s):** [name of doc owner] // usually ATT TE&A Team

**Document Author(s):** [names of BAs, placed one below the other]

// Keep the names of the onshore BAs first, since they will be the ones in most contact

// with customer.

**Document Version:** [doc\_version]

**Publication Date:** [MM / DD / YYYY] // use this format for US-based customer.

Table of Contents

[About this document 1](#_Toc186826394)

[[Program\_name] | [Initiative\_name] | Business Requirement Document 2](#_Toc186826395)

[Overview 4](#_Toc186826396)

[Purpose 4](#_Toc186826397)

[Determined Scope 4](#_Toc186826398)

[Business Objectives 4](#_Toc186826399)

[Goals 4](#_Toc186826400)

[Expected Outcomes 4](#_Toc186826401)

[Alignment of Goals and Expected Outcomes 4](#_Toc186826402)

[Stakeholders 5](#_Toc186826403)

[Customer 5](#_Toc186826404)

[Service Provider 5](#_Toc186826405)

[Current Business Requirements 5](#_Toc186826406)

[Functional Requirements 5](#_Toc186826407)

[Non-Functional Requirements 5](#_Toc186826408)

[Regulatory Requirements (Optional) 5](#_Toc186826409)

[Present Status 5](#_Toc186826410)

[Proposed Solution 5](#_Toc186826411)

[Solution Description 5](#_Toc186826412)

[Impact on User Experience 6](#_Toc186826413)

[Conjectural Timeline 6](#_Toc186826414)

[Assumptions and Constraints 6](#_Toc186826415)

[Assumptions 6](#_Toc186826416)

[What is Assumed to be True 6](#_Toc186826417)

[What is Assumed to be False 6](#_Toc186826418)

[Constraints 6](#_Toc186826419)

[Risks and Mitigation Plan 7](#_Toc186826420)

[Acceptance Criteria 7](#_Toc186826421)

[APPENDIX I 7](#_Toc186826422)

[Glossary of Terms: 7](#_Toc186826423)

[APPENDIX II 7](#_Toc186826424)

[References 7](#_Toc186826425)

[Footnotes 7](#_Toc186826426)

# Overview

[Describe the dashboard/feature].

[Brief description of the work to be done, as requested by customer.]

## Purpose

This document contains the business & data requirements with respect to the [name of the dashboard].

## Determined Scope

[Scope will cover what aspects of the dashboard in question will be affected and how much work will be done as per this particular cycle.]

# Business Objectives

The following business objectives have been determined based on the discussions around the matter:

## Goals

1. Goal 1
2. Goal 2
3. Goal 3
4. .
5. .
6. .
7. Goal N

## Expected Outcomes

1. Outcome 1
2. Outcome 2
3. Outcome 3
4. .
5. .
6. .
7. Outcome N

## Alignment of Goals and Expected Outcomes

[Explain how the goals and expected outcomes match with each other.]

# Stakeholders

// List all people who will be working on the cycle and in what role/capacity.

// Use this table

### Customer

|  |  |
| --- | --- |
| Name | Role |
| e.g. Swanand Khati | Content Development |
|  |  |
|  |  |

### Service Provider

|  |  |
| --- | --- |
| Name | Role |
| e.g. Swanand Khati | Content Development |
|  |  |
|  |  |

# Current Business Requirements

## Functional Requirements

[List out all the functions and/functionalities that have been requested to be changed.]

[List out specific tasks or functions the system must perform.]

[List out the action items on the requirements.]

## Non-Functional Requirements

[Performance, scalability, security, and usability.]

## Regulatory Requirements (Optional)

[List out any compliance related requirements here.]

# Present Status

[Describe the behaviour, output, and other parameters of the current state of the listed requirements one by one.]

[Also highlight the potential changes that will occur after the development matches the current requirements.]

# Proposed Solution

## Solution Description

[Describe the changes that have been proposed and accepted – along with the implementation impact.]

[Briefly describe the benefits and value the solution will provide.]

## Impact on User Experience

[Describe the changes to the user experience.]

// This can include the new user journey or data flow or sequence of actions that user will

// have to perform post implementation of the said requirements.

// Include flowcharts for improved elaboration.

[Include any Figma Link(s) for customer reference here.][\*1](#_Footnotes)

## Conjectural Timeline

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **List of Activities** | **Technology** | **Sprint** | **Depends/**  **Affects** | **Action Item(s)** | **Start Date** | **End Date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Assumptions and Constraints

## Assumptions

[List all the assumptions that are to be considered as true or false by default.]

### What is Assumed to be True

1. Condition 1
2. Condition 2
3. .
4. .
5. .
6. Condition N

### What is Assumed to be False

1. Condition 1
2. Condition 2
3. .
4. .
5. .
6. Condition N

## Constraints

The following constraints are believed to be present while implementing the changes/new features during the course of development and deployment.

1. Constraint 1
2. Constraint 2
3. .
4. .
5. .
6. Constraint N

# Risks and Mitigation Plan

The following tables lists out all the risks that have been identified and the plans to mitigate them:

|  |  |
| --- | --- |
| Risk | Mitigation Plan |
| Risk 1 | Plan 1 |
| Risk 2 | Plan 2 |
| … | … |
| Risk N | Plan N |

# Acceptance Criteria

The following criteria shall be used to determine the success of the tasks that are to be completed in this document.

|  |  |  |
| --- | --- | --- |
| Test | Expected Outcome | KPIs |
| Criteria 1 | Outcome 1 | KPI 1.1 | KPI 1.2 | KPI 1.3 |
| Criteria 2 | Outcome 2 | KPI 2.1 | KPI 2.2 | KPI 2.3 |
|  |  |  |
|  |  |  |

// KPIs can be common across different acceptance criteria.

# APPENDIX I

### Glossary of Terms:

[Include all abbreviations, jargon, etc. and what they would mean.]

# APPENDIX II

## References

1. Reference 1
2. Reference 2
3. .
4. .
5. .
6. Reference N

### Footnotes

1. Footnote 1
2. Footnote 2
3. .
4. .
5. .
6. Footnote N