**Standard format of BRD as follows**

1.document revision

2.approvals

3.RACI chart

4.Introduction

5.business goals

6.business objectives

7.business rules

8.background

9.project objective

10.project scope

11.in-scope and out-scope functionality

12.assumtions

13.constraints

14.risks

15.business requirement

16.business process overview (modelling diagram for instance,user case and activity diagram)