

# Business requirements document template

Project name:

Project manager:

Date submitted:

Document status:

☐

Draft

☐

Proposed

☐

Validated

☐

Approved

## 1. Executive summary

## 2. Project objectives

## 3. Project scope

#### 4. Business requirements

Priority level	Critical level	Requirement description

#### 5. Key stakeholders

Name	Job role	Duties

#### 6. Project constraints

Constraint	Description

#### 7. Cost-benefit analysis

Cost	Benefit
Total cost:	Expected ROI: