Business Requirements Document (BRD)

(Name of Project)

(Date: mm/dd/yy)

Version X.XX

Document Revisions

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| --- | --- | --- |
| Date | Version Number | Nature of changes |
| 05/02/2020 | 0.1 | Initial Draft |
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Approvals

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| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
|  | Project Sponsor |  |  |
|  | Customer SPOC |  |  |
|  | Project Manager |  |  |
|  | System Architect |  |  |
|  | Development Lead |  |  |
|  | User Experience Lead |  |  |
|  | Quality Lead |  |  |
|  | Content Lead |  |  |

# Introduction

##  Project Summary

### Business Need/Problem

[This section should describe the business problem/need faced by the organization]

### Business Goal

[These should describe the overall business goal in developing the product]

### Business Drivers

[List the business drivers that make development of this product important. These can be financial, operational, market or environmental.]

### Expected Benefits

[Provide a brief listing of expected benefits from implementing the project/developing the product. These can be monetary or non- monetary]

##

## Project Scope

[This section describes what work is in scope for the project, and what work is out of scope… that is beyond the current budget, resources and timeline as approved by the project stakeholders. This is designed to prevent “scope creep” of additional features and functions not originally anticipated. You can further divide the sections” In scope” as Release 1, Release 2 and indicate what is within the scope of a particular release]

### In Scope Functionality

### Out of Scope Functionality

### Assumptions

### Constraints

# Business Process Overview

## Current Business Process (As-Is)

[Describe how the current process(es) work, in the current state. Include process flow diagrams to further illustrate the business processes.]

## Proposed Business Process (To-Be)

[Describe how the business processes will work in future when the new product will replace or enhance some of the systems. Include process flow diagrams to further illustrate the processes the new product will replace or enhance]

# Business Requirements

[The business requirements elicited from stakeholders are documented in the below sections. You can replicate sections 3.1 and 3.2 depending upon the number of requirements you have in your project. You can also add use case references to the respective sections]

## Requirement or Feature name

## Requirement or Feature name

## Non-Functional Requirements

[Include non-functional requirements like performance expected, browser or device compatibility, processing time, concurrent users, availability, etc.]

# Appendices

## List of Acronyms

[If needed, create a list of acronyms used throughout the BRD document to aid in comprehension.]

## Glossary of Terms

[If needed, identify and define any terms that may be unfamiliar to readers, including terms that are unique to the organization, the technology to be employed, or the standards in use.]

## Related Documents

[Provide a list of documents or web pages, including links, which are referenced in the BRD.]