

Business Requirements Document

[Insert Product Name]

Date:

Version:

Author:

NOTE: Replace italicised instruction text with your own content and enter “Not applicable” for sections that do not apply

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Definitions, Acronyms, Abbreviations

*[List and describe any definitions, acronyms or abbreviations used in the document]*

|  |  |
| --- | --- |
| **Term** | **Description** |
|  |  |
|  |  |
|  |  |

# Introduction

[State the purpose of the document]

# Product Description

[Provide a detailed description of your product in paragraph form – think a 30-second to 1-minute elevator pitch. For enhancements, this section will indicate the changes that are required to the existing product.]

# Scope

## In Scope

[Provide a list of the high-level functionality performed by the product (e.g. high-level topics list) to give an indication of the project scope.]

## Out of Scope

[Provide a list of the items that will not be included in the project and any reasons why.]

# Target Persona

[Describe your target persona in terms of their needs and goals - either reference your persona worksheet or add to the appendix.]

# Other Users

[Describe other users that will interact with the product – either reference your user list or add to the appendix.]

# Product Benefits

[List the benefits of this product as they relate to the needs and goals of your persona. For enhancements, this section will provide benefits that the changes to the existing product will have.]

# Assumptions, Dependencies and Pre-Requisites

*[List out any assumptions, dependencies and pre-requisites for building this product]*

The assumptions for this product are:

*[list any beliefs or facts that drive actions and decisions for the product]*

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

The dependencies for this product are:

*[list other projects or activities that must be completed before this project can be started]*

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

The pre-requisites for this product are:

*[list anything that must happen before a user can use this product]*

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

# Functional Requirements

*[Starting with your first high-level topic, complete the tables by describing your high-level and detailed requirements. Give each row an identifier and a priority.]*

## [insert high-level topic 1]

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 9.1.1 | *[Start by listing all of the high-level requirements for this topic; using one row for each requirement. Then flush out each requirement as required.]* |  |
| 9.1.2 |  |  |
| 9.1.3 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## [insert high-level topic 2]

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 9.2.1 | *[Start by listing all of the high-level requirements for this topic; using one row for each requirement. Then flush out each requirement as required.]* |  |
| 9.2.2 |  |  |
| 9.2.3 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Interface Requirements

*[Describe any other applications that the product should interact with – e.g. email marketing, marketing automation, social media platforms, accounting platforms, etc; indicate the frequency of the interaction – e.g. real-time, daily, monthly, etc; indicate the direction of data flow – e.g. inbound, outbound, both; describe the type of data that will be exchanged (if known)]*

## [insert application #1]

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Priority** |
| 11.1.1 |  |  |
| 11.1.2 |  |  |
| 11.1.3 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## [insert application #2]

|  |  |  |
| --- | --- | --- |
| **ID** | **Description** | **Priority** |
| 11.2.1 |  |  |
| 11.2.2 |  |  |
| 11.2.3 |  |  |
|  |  |  |
|  |  |  |

# Non-Functional Requirements

*[Provide your non-functional expectations for the product – including performance, speed, reliability, etc]*

## Availability

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 12.1.1 |  |  |
| 12.1.2 |  |  |
| 12.1.3 |  |  |
|  |  |  |

## Scalability

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 12.2.1 |  |  |
| 12.2.2 |  |  |
| 12.2.3 |  |  |
|  |  |  |

## Capacity

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 12.3.1 |  |  |
| 12.3.2 |  |  |
| 12.3.3 |  |  |
|  |  |  |

## Speed/Throughput

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 12.4.1 |  |  |
| 12.4.2 |  |  |
| 12.4.3 |  |  |
|  |  |  |

## Usability

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 12.5.1 |  |  |
| 12.5.2 |  |  |
| 12.5.3 |  |  |
|  |  |  |

## Recoverability

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 12.6.1 |  |  |
| 12.6.2 |  |  |
| 12.6.3 |  |  |
|  |  |  |

## Supportability

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 12.7.1 |  |  |
| 12.7.2 |  |  |
| 12.7.3 |  |  |
|  |  |  |

# Conversion Requirements

*[For existing products: Describe any data and other conversion requirements for the project – e.g. if you want to change an existing field from text to numbers, then you will need a requirement to update and convert fields on any existing records. Conversion can also apply to existing products where something needs to be changed or moved to reflect a new design e.g. if you decide to change how a product details page displays on a screen, then you want to make sure that all existing product pages use the new template. If there are no conversion requirements, you can delete the tables and write “Not Applicable” under each header.]*

## Data Conversion

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 13.1.1 |  |  |
| 13.1.2 |  |  |
| 13.1.3 |  |  |
|  |  |  |

## Other Conversion

| **ID** | **Description** | **Priority** |
| --- | --- | --- |
| 13.2.1 |  |  |
| 13.2.2 |  |  |
| 13.2.3 |  |  |
|  |  |  |

# Branding/Design Considerations

*[Describe any overall branding and design requirements that may already be known – such as colours, fonts, general look and feel, etc]*

# User Experience Considerations

*[Describe any overall user experience and user interface considerations – most of these should be in the detailed requirements already.]*

# Metrics

*[Define any metrics for measuring the success of the product that might affect how the product is built – e.g. expected users, etc]*

# Outstanding Issues

[List any items that may not be finalised for the product.]

# Appendix

## Appendix A:

## Appendix B: