

BUSINESS REQUIREMENTS DOCUMENT (BRD) TEMPLATE

Project Name: _____

Version: _____

1. Introduction

This Business Requirements Document (BRD) outlines the purpose, scope, and objectives of the project. It provides a detailed description of business needs and the requirements that the solution must fulfill. This document serves as a formal agreement between stakeholders and the project team on the expected deliverables.

2. Project Overview

Describe the business context, background, and justification for the project. Include high-level goals, benefits, and alignment with organizational strategy.

3. Scope

Define what is included and excluded from the project scope. Specify boundaries, constraints, and interfaces with other systems or projects.

4. Business Requirements

Detail the business requirements specifying what needs to be achieved, prioritized by importance. Requirements must be clear, measurable, and achievable.

- BR-1: The system shall allow users to securely authenticate using unique credentials.
- BR-2: The system shall provide real-time reporting of key performance indicators.
- BR-3: The system shall support user roles with configurable permissions.
- BR-4: The system shall enable data import/export using standardized formats.
- BR-5: The system shall ensure compliance with applicable federal and state regulations.

5. Functional Requirements

List specific functions and features the solution shall provide, including workflows, user interactions, and system behavior.

- FR-1: The system shall allow users to create, read, update, and delete records.
- FR-2: The system shall provide a dashboard with customizable widgets.
- FR-3: The system shall send automated notifications based on user-defined triggers.
- FR-4: The system shall maintain detailed audit logs of user activities.
- FR-5: The system shall integrate with third-party payment gateways securely.

6. Non-Functional Requirements

Specify requirements related to performance, security, usability, reliability, maintainability, and compliance.

- NFR-1: The system shall respond to user requests within two seconds under normal load.

- NFR-2: The system shall be available 99.9% of the time, excluding scheduled maintenance.
- NFR-3: The system shall comply with the latest HIPAA and GDPR standards.
- NFR-4: The system shall support accessibility standards WCAG 2.1 Level AA.
- NFR-5: The system shall encrypt all sensitive data at rest and in transit.

7. Assumptions and Constraints

Outline any assumptions accepted during the requirements gathering and any constraints impacting solution design or implementation.

- The project assumes availability of key stakeholders for requirements validation.
- The solution must operate within the existing IT infrastructure without significant changes.
- Integration with legacy systems shall not degrade current system performance.
- Budget constraints limit the scope of custom development.
- User training resources will be provided by the client organization.

8. Dependencies

Identify external systems, third-party services, or internal projects on which this project depends.

- Dependency on CRM system for customer data synchronization.
- Use of enterprise authentication service for single sign-on.
- Availability of data feeds from external financial providers.
- Coordination with ongoing infrastructure upgrade project.
- Compliance with corporate data governance policies.

9. Acceptance Criteria

Define measurable conditions that must be met for the project deliverables to be accepted by the business.

- All business and functional requirements are implemented and verified by test cases.
- The system passes security and compliance audits in accordance with US laws.
- Performance benchmarks meet or exceed the specified thresholds.
- User acceptance testing is successfully completed with documented approvals.
- Training materials and user documentation are delivered and approved.

10. Glossary

Define key terms, acronyms, and abbreviations used in this document to ensure a common understanding among all stakeholders.

- BRD: Business Requirements Document
- HIPAA: Health Insurance Portability and Accountability Act
- GDPR: General Data Protection Regulation
- KPI: Key Performance Indicator
- WCAG: Web Content Accessibility Guidelines

11. Signatures

PROJECT SPONSOR SIGNATURE

BUSINESS ANALYST SIGNATURE

Signature: _____

Signature: _____

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