The Business Requirements Document (BRD) is a necessary tool for establishing how requirements will be collected, analyzed, documented, and managed throughout the lifecycle of a project. Depending on the type of project there may be both project and product requirements. It is easy to unintentionally omit requirements, fail to document them, or leave requirements incomplete without a tool to properly manage them.

Note: Instructions for what to include in each section appear in gold italics. Samples appear in regular black text.

Business Requirements Document:

Project Name

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# **Introduction**

This section describes the purpose of this document and the approach being used to collect and manage requirements throughout the lifecyle of the project.

The purpose of the XYZ Project Requirements Management Plan is to establish a common understanding of how requirements will be identified, analyzed, documented, and managed for the XYZ project.

Requirements will be divided into two categories: project requirements and product requirements. Project requirements are the requirements identified to meet the needs of the project and ensure its completion and readiness to hand over to operations. These consist mostly of non-technical requirements. Product requirements are the requirements identified to meet the technical specifications of the product being produced as a result of the project. These will consist of requirements to ensure that performance specifications are met, cable properties are properly documented, and manufacturing thresholds are identified and documented.

# **Glossary of Terms**

This section should define any unfamiliar terminology or terminology unique to the particular project’s requirements as they will be documented in subsequent sections.

# **Project Overview**

This section provides a high-level description of the project. This description should not contain too much detail but should provide general information about what the project is, how it will be done, and what it is intended to accomplish. As the project moves forward the details will be developed, but for the project charter, high-level information is what should be provided.

The XYZ project will provide increased security to the company’s IT infrastructure and, more specifically, to the company intranet. The XYZ project will utilize improved technology in the form of security hardware and software in order to prevent external breaches of the company intranet. All hardware and software will be integrated into the company’s current IT platforms in order to establish increased security while allowing all systems and processes to continue without interruption.

## Key Assumptions & Constraints

Constraints are restrictions or limitations that the project manager must deal with pertaining to people, money, time, or equipment. It is the project manager’s role to balance these constraints with available resources in order to ensure project success. The project team must identify the assumptions and constraints they will be working under as the project goes forward.

The following constraints pertain to the XYZ project:

* All security hardware and software must be compatible with our current IT platforms.
* All hardware and software must be purchased in accordance with the allocated budget and timeline.
* Two IT specialists and one security specialist will be provided as resources for this project.

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments.
* The purpose of this project will be communicated throughout the company prior to deployment.
* The IT manager will provide additional resources if necessary.

## Key Steakholders & Resources

This section explicitly states who is assigned as the key stakeholders for the project, their responsibilities, and authority level. Depending on the organization and scope of the project, the project manager may have varying levels of responsibility and authority for personnel, project expenditures, and scheduling. If a formal RASCI matrix has been established, it should be included here.

The stakeholders for this program primarily include [insert the institutions, departments or over-arching groups of stakeholders]. The project will utilize the RACI (Responsible, Accountable, Consulted, and Informed) decision rights model to clearly identify the relationship between project roles. To ensure synchronicity between this program and the various stakeholders, this program is organized as follows.

# **Requirements Management Approach**

The requirements management approach is the methodology the project team will use to identify, analyze, document, and manage the project’s requirements.

The approach we will use for requirements management for the XYZ project will be broken down into three areas: requirements identification, requirements analysis, requirements documentation.

## Requirements Identification

The XYZ project team will facilitate various methods to collect requirements which may include: interviews, focus groups, facilitated workshops, group creativity techniques, questionnaires and surveys, or product prototypes. These will be conducted among the project stakeholders to ensure all requirements are captured.

## Requirements Analysis & Prioritization

The XYZ project team will analyze requirements to determine if they fall into project or product categories. Additionally, this analysis will determine where in the WBS the requirements will fall or what work activities correspond to particular requirements. Accountability and priority for each requirement will also be determined as part of the analysis. Finally, metrics and acceptance criteria must be determined for all requirements in order to provide a baseline for understanding when a requirement has been fulfilled to an acceptable level.

## Requirements Documentation

Once requirements have been identified and analyzed, they will be documented and assigned to accountable personnel. These requirements will be added to the XYZ project plan and the project team will determine what methodology the accountable personnel will use to track and report on the status of each requirement. All requirements will also be added to the project requirements checklist which must be completed before formal project closure is accepted by the project sponsor.

# **Use Case Scenarios**

The primary purpose of this section to capture, in story-like use cases, the required system or product behavior from the perspective of the end-user in achieving one or more desired goals. A use case scenario contains a description of the flow of events describing the interaction between user(s) and the system or product.

Complete one table per use case scenario that will be addressed by the requirements documentation. Field descriptions are listed below.

|  |  |
| --- | --- |
| **Scenario ID** | Unique ID to reference in the BRD list |
| **Scenario Name** | Descriptive name for each scenario |
| **User Role** | Describes the end user’s role in using the product or system being described in the BRD |
| **Scenario Description** | Detailed description of how the user will interact with the project’s result |
| **Pre-conditions** | Conditions that must exist prior to user’s interaction with system or product |
| **Post-conditions** | Conditions satisfied by using the system or product |
| **Normal Course** | Course of action typically followed by this user in the given scenario |
| **Alternative Course** | Other possible courses of action (if any) |
| **Exceptions** | Situations in which this user will not be able to follow the normal course |
| **Priority** | How important is this use case when determining requirements? |
| **Frequency of Use** | How often will this use case be in effect? |
| **Associated Business Processes** | What other existing business processes affect or are affected by this scenario? |
| **Assumptions** | Any assumptions not included in the pre-conditions or exceptions above |
| **Notes and Issues** | Any additional information that is useful for this scenario |

# **Business Requirements**

The table below provides a comprehensive list of the established and agreed upon project requirements, through the project’s various phases, and through to completion/implementation. This ensures that the product specifications and features satisfy the requirements on which they were based. Any interim project tasks associated with the requirements should be included. Include a glossary of table-specific definitions, and a prioritization rating scale for reference.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **ID** | **Requirement**  | **Prioritization** | **Project Phase** | **Associated Use Case(s)** | **Notes** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# **Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Executive Sponsor |  |  |  |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |
| Operational Leader |  |  |  |

# **Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Comments** |
| 1.0 |  |  |  |
| 2.0 |  |  |  |
| Final Draft |  |  |  |