

Business Requirements Document

Template Guideline

To aid in the creation of a successfully completed Business Requirements Definition (BRD) document, please adhere to the following guidelines. For additional instructions and information, please refer to the Enterprise Project Methodology (EPM) Guidebook. **Remove these guidelines from the completed document.**

Purpose	<p>A requirement is a documented condition or capability to which the product, service, or system must conform in meeting project objectives. Requirements management is a systematic approach to eliciting, organizing, and documenting the requirements of the product, service, or system. The Business Requirements Definition document serves as the project baseline that explains, in business terms, what is to be accomplished during the Project Design Stage.</p> <p>Because requirements are dynamic, the BRD is a progressive document in that the objective is to record what is known at the time and then build on it as the project progresses. It is from this document that the more specific design documentation can be produced based on the needs of the project and any unique and/or complementary methodology.</p>
Ownership	<p>The Business Analysis and Project Leads work with the Business Sponsor and any necessary Business or Technical Project Leads to document the business requirements within the BRD. The BRD must be approved before the project can proceed.</p>
When Process Phase: Execute SDLC Phase: Analyze	<p>The Business Requirements Definition document is started during the initial stages of the Execute Phase prior to the Project Design Stage within the project management process lifecycle.</p> <p>Defining business requirements is a required deliverable on all projects.</p>
Template Completion Note: Text within < > brackets need to be replaced with project-specific information.	<p>Collecting requirements is not as straightforward as it may first appear. It can become challenging because requirements:</p> <ul style="list-style-type: none"> • aren't always obvious • can come from many and varied sources • need to be managed by cross-functional groups of people • can be hard to express clearly in words • can be expressed at different levels of detail <p>For a project that is an enhancement to an existing product, service, or system, the project team reviews existing documentation; therefore, the BRD tends to be briefer. However, a project that is developing a new product, service, or system would tend to generate a longer and more detailed document.</p> <ol style="list-style-type: none"> 1. Do not include the Template Guidelines in your final document. Enter the project information in the page header and footer, title page, and document contributors and version control. 2. Complete the document utilizing suggested text where applicable and entering text/fields where shown within <blue text> brackets. Note that the blue text is NOT to be included in your final document. Its purpose is to either provide guidance for completing the document, or to show where text/fields should be entered.