Business Requirements Document (BRD) Gathering Template

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# Context

Please remember this document template is just a suggestion; every business and organisation will have different documentation standards and expectations of their business analysts, so only use the templates that will help you drive value in your role. There are no formal “standards” across the Business Analyst profession, and this is merely a starting point to help you get started. We recommend, suggest and implore you to edit, modify, delete, add, substitute and otherwise re-work this to provide value. The commentary/advice highlighted in italic blue like so is designed to help you fill out the documentation, and SHOULD BE DELETED BEFORE DISTRIBUTION INTERNALLY!

This document is used to capture and store requirements relating to a particular project.

It requires input from stakeholders involved with the system, end users, subject matter experts, and internal stakeholders who may be impacted by the change.

*We create and share this content to help give back to the community, and give aspiring Business Analysts the guidance we wish we had when we started out.*

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# Document Control

## Summary of Document Changes

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Reason** |
|  |  |  |  |
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## Quality Assurance

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Reviewer** |
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## Document Approver

|  |  |  |
| --- | --- | --- |
| **Name** | **Date** | **Signature** |
|  |  |  |

# Introduction

## Purpose

<Document the purpose of this document

Example: The purpose of this document is to detail the business requirements>

## Background

<Brief description on the initial stimuli of the project and how the organization intends to achieve its goals and make the desired transition and by what means>

## Definitions

<List any terms the audience may not understand, including specific terms, abbreviations and acronyms>

|  |  |
| --- | --- |
| **Terms, abbreviations and acronyms** | **Meaning** |
|  |  |
|  |  |
|  |  |

## Referenced Documents

|  |  |
| --- | --- |
| **Document Number / Location / Links** | **Reference Description/Name** |
|  |  |
|  |  |
|  |  |
|  |  |

# Business Scope and Objectives

## In Scope

<Include the scope of the project providing a 'high-level’ understanding of what the Department / Agency is and aspires to become>

## Out of Scope

<List what is excluded from the project scope>

## Objectives

<Identify the overall projects objectives. This will help in providing the context in which the project is intends to be undertaken>

# As-Is Business Process Flows

<Document the “As-is” business process flows here. Suggestions could include the following:

* *Including a business process model which could provide a graphical representation of the flow of work*
* *Depicting the usage and interaction between the various components – people, hardware and software>*

# Business Requirements

<Document the business requirements here. It is important that the Business requirements are clear and fit into one or more of the following characteristics:

* *They support a business scope and / or objective*
* *They have a business purpose / focus*
* *They state "what" needs to be accomplished using business language*
* *They are non-technical>*

In order to ensure that the highest value requirements are completed first, it is key that the requirements are prioritized. One way of deciding on the priority of requirements is by assigning each a priority rating, using MoSCoW or ECO:–

|  |  |
| --- | --- |
| ***MoSCoW*** | ***ECO*** |
| *(M) Must*  *(S) Should*  *(C) Could*  *(W) Want* | *(E) Essential - This implies that the application/software/hardware will not be acceptable unless these requirements are provided in an agreed manner*  *(C) Conditional - This implies that these are requirements that would enhance the application/software/hardware product, but would not make the product unacceptable if they are absent*  *(O) Optional - This implies that the function that may or may not be worthwhile.* |

It is recommended to also document the Testing requirements here linking them back to the business requirements.>

# Business Functional Requirements

|  |  |  |
| --- | --- | --- |
| **Business Functional Requirement (BFR) ID** | **Requirement** | **Priority** |
| BFR1 |  |  |
| BFR2 |  |  |
| BFR3 |  |  |
| BFR4 |  |  |
|  |  |  |
|  |  |  |

# Business Non-Functional Requirements

|  |  |  |
| --- | --- | --- |
| **Business Non Functional Requirement (BNFR) ID** | **Requirement** | **Priority (E, C & O)** |
| BNFR1 |  |  |
| BNFR2 |  |  |
| BNFR3 |  |  |
| BNFR4 |  |  |
|  |  |  |
|  |  |  |

# Testing requirements

|  |  |
| --- | --- |
| **Business Functional / Non Functional Requirement ID** | **Description** |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |

**Success criteria and associated metrics**

< Success criteria / acceptance criteria ensure that the agreed to business requirements (functional and non-functional) are clear and unambiguous and can be used to measure the success of the project.>

## Success Criteria for Business Functional Requirements

<This section should have the same list of business functional requirements identified in the earlier section together with the success criteria for each requirement.>

|  |  |  |
| --- | --- | --- |
| **Business Functional Requirement (BFR) ID** | **Requirement** | **Success Criteria and Associated Metrics** |
| BFR1 |  |  |
| BFR2 |  |  |
| BFR3 |  |  |
| BFR4 |  |  |
|  |  |  |

## Success Criteria for Business Non-Functional Requirements

<This section should have the same list of business non-functional requirements identified in the earlier section together with the success criteria for each requirement.>

|  |  |  |
| --- | --- | --- |
| **Business Non-Functional Requirement (BFR) ID** | **Requirement** | **Success Criteria and Associated Metrics** |
| BNFR1 |  |  |
| BNFR2 |  |  |
| BNFR3 |  |  |
| BNFR4 |  |  |
|  |  |  |

# Assumptions, Issues and Constraints

## Assumptions

<Outline any critical assumptions related to the business requirements. This may include that one individual represents/speaks for a collective.>

## Issues

<Outline any issues related to the business requirements. This may include stakeholders dropping out>

## Constraints

<Outline any constraints related to the business requirements. This may include time limits>

# Appendices

## Appendix 1

<Include any additional annexures which might be useful for example Process maps>