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# Business Requirements Document (BRD) Template

Document Version: [1.0]  
Date: [Insert Date]  
Project Name: [Insert Project Name]  
Prepared By: [Your Name]  
Approved By: [Stakeholder Name]

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## **1. Executive Summary**

### **1.1 Project Overview**

*Provide a concise description of the project, its purpose, and what it aims to achieve.*

Example:

*[Project Name] aims to [main objective]. This [type of solution] will [primary benefit] for [target users/organization].*

### **1.2 Business Objectives**

*List the primary business goals this project will address.*

* Objective 1: [Description]
* Objective 2: [Description]
* Objective 3: [Description]

### **1.3 Expected Outcomes**

*Describe the anticipated results and benefits.*

* [Outcome 1]
* [Outcome 2]
* [Outcome 3]

### **1.4 Key Stakeholders**

*Identify primary stakeholders and their roles.*

| **Stakeholder** | **Role** | **Responsibility** |
| --- | --- | --- |
| [Name/Title] | [Role] | [Key Responsibility] |
| [Name/Title] | [Role] | [Key Responsibility] |

## 

## **2. Project Scope**

### **2.1 In-Scope Features and Functionalities**

*List all features and functionalities that will be included in this project.*

* Feature 1: [Description]
* Feature 2: [Description]
* Feature 3: [Description]

### **2.2 Out-of-Scope Items**

*Clearly define what will NOT be included in this project.*

* [Out-of-scope item 1]
* [Out-of-scope item 2]
* [Out-of-scope item 3]

### **2.3 Project Boundaries**

*Define the limits and boundaries of the project.*

Functional Boundaries:

* [Boundary 1]
* [Boundary 2]

Technical Boundaries:

* [Boundary 1]
* [Boundary 2]

Organizational Boundaries:

* [Boundary 1]
* [Boundary 2]

## **3. Business Requirements**

### **3.1 Functional Requirements**

#### **3.1.1 Core Functionality**

*Describe the primary functions the system must perform.*

Requirement ID: [REQ-001]  
Title: [Requirement Title]  
Description: [Detailed description of what the system must do]  
Priority: [High/Medium/Low]  
Acceptance Criteria:

* [Criteria 1]
* [Criteria 2]
* [Criteria 3]

Requirement ID: [REQ-002]  
Title: [Requirement Title]  
Description: [Detailed description]  
Priority: [High/Medium/Low]  
Acceptance Criteria:

* [Criteria 1]
* [Criteria 2]

### **3.2 Non-Functional Requirements**

#### **3.2.1 Performance Requirements**

* Response Time: [Specify maximum acceptable response times]
* Throughput: [Specify transaction volumes]
* Concurrent Users: [Specify maximum concurrent user load]

#### **3.2.2 Security Requirements**

* Authentication: [Specify authentication requirements]
* Authorization: [Specify access control requirements]
* Data Protection: [Specify data encryption and protection needs]

#### **3.2.3 Usability Requirements**

* User Interface: [Specify UI/UX requirements]
* Accessibility: [Specify accessibility standards]
* Training: [Specify user training requirements]

#### **3.2.4 Scalability Requirements**

* Growth Projections: [Specify expected growth]
* Scalability Measures: [Specify how the system should scale]

### **3.3 User Stories**

As a [user type],  
I want [functionality],  
So that [business value].

Acceptance Criteria:

* Given [context]
* When [action]
* Then [expected result]

As a [user type],  
I want [functionality],  
So that [business value].

Acceptance Criteria:

* Given [context]
* When [action]
* Then [expected result]

## 

## **4. Technical Architecture Overview**

### **4.1 High-Level System Architecture**

*Provide an overview of the system architecture.*

Architecture Components:

* Frontend: [Technology/Framework]
* Backend: [Technology/Framework]
* Database: [Database Type/System]
* Integration: [APIs/Services]
* Security: [Security Framework]

### **4.2 Technology Stack**

*List the technologies that will be used.*

| **Component** | **Technology** | **Version** | **Purpose** |
| --- | --- | --- | --- |
| Frontend | [e.g., React] | [Version] | [Purpose] |
| Backend | [e.g., Node.js] | [Version] | [Purpose] |
| Database | [e.g., PostgreSQL] | [Version] | [Purpose] |

### **4.3 Integration Points**

*Describe external systems and APIs that will be integrated.*

* Integration 1: [System Name] - [Purpose]
* Integration 2: [System Name] - [Purpose]
* Integration 3: [System Name] - [Purpose]

### **4.4 Data Requirements**

*Specify data storage, migration, and management requirements.*

Data Sources:

* [Source 1] - [Description]
* [Source 2] - [Description]

Data Migration:

* [Migration requirement 1]
* [Migration requirement 2]

## 

## **5. User Personas & Use Cases**

### **5.1 Target Users**

*Define the primary users of the system.*

Primary User 1: [User Type]

* Role: [Job Title/Role]
* Goals: [Primary goals]
* Pain Points: [Current challenges]
* Technical Skill Level: [Beginner/Intermediate/Advanced]

Primary User 2: [User Type]

* Role: [Job Title/Role]
* Goals: [Primary goals]
* Pain Points: [Current challenges]
* Technical Skill Level: [Beginner/Intermediate/Advanced]

### **5.2 Primary Use Cases**

*Describe the main ways users will interact with the system.*

Use Case 1: [Use Case Name]

* Actor: [User Type]
* Goal: [What they want to achieve]
* Preconditions: [What must be true before this use case]
* Main Flow:
  1. [Step 1]
  2. [Step 2]
  3. [Step 3]
* Alternative Flows: [Any alternative paths]
* Postconditions: [What's true after successful completion]

### **5.3 User Journey Flows**

*Map out the complete user experience.*

Journey 1: [Journey Name]

1. Entry Point: [How the user starts]
2. Steps: [Key steps in the journey]
3. Decision Points: [Where users make choices]
4. Exit Point: [How journey concludes]
5. Success Criteria: [How to measure success]

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## **6. Success Criteria**

### **6.1 Key Performance Indicators (KPIs)**

*Define measurable indicators of project success.*

| **KPI** | **Target** | **Measurement Method** | **Timeline** |
| --- | --- | --- | --- |
| [KPI 1] | [Target Value] | [How to measure] | [When to measure] |
| [KPI 2] | [Target Value] | [How to measure] | [When to measure] |
| [KPI 3] | [Target Value] | [How to measure] | [When to measure] |

### **6.2 Acceptance Criteria**

*Define what constitutes successful project completion.*

Must Have:

* [Critical requirement 1]
* [Critical requirement 2]
* [Critical requirement 3]

Should Have:

* [Important requirement 1]
* [Important requirement 2]

Could Have:

* [Nice-to-have requirement 1]
* [Nice-to-have requirement 2]

### **6.3 Business Value Metrics**

*Quantify the expected business impact.*

* Efficiency Gains: [Specific improvements]
* Cost Savings: [Expected savings]
* Revenue Impact: [Expected revenue changes]
* User Satisfaction: [Target satisfaction scores]

## 

## **7. Assumptions and Constraints**

### **7.1 Assumptions**

*List assumptions made during requirement gathering.*

* [Assumption 1]
* [Assumption 2]
* [Assumption 3]

### **7.2 Constraints**

*Identify limitations that may impact the project.*

Technical Constraints:

* [Constraint 1]
* [Constraint 2]

Business Constraints:

* [Constraint 1]
* [Constraint 2]

Resource Constraints:

* [Constraint 1]
* [Constraint 2]

### **7.3 Dependencies**

*List external dependencies.*

* Dependency 1: [Description and impact]
* Dependency 2: [Description and impact]
* Dependency 3: [Description and impact]

### **7.4 Risks and Mitigation Strategies**

| Risk | Impact | Probability | Mitigation Strategy |
| --- | --- | --- | --- |
| [Risk 1] | [High/Med/Low] | [High/Med/Low] | [How to mitigate] |
| [Risk 2] | [High/Med/Low] | [High/Med/Low] | [How to mitigate] |

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## **8. Approval and Sign-off**

### **8.1 Document Review**

*Track document review and approval process.*

| Reviewer | Role | Review Date | Status | Comments |
| --- | --- | --- | --- | --- |
| [Name] | [Role] | [Date] | [Approved/Pending] | [Comments] |
| [Name] | [Role] | [Date] | [Approved/Pending] | [Comments] |

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### **8.2 Final Approval**

*Record final approval signatures.*

Business Stakeholder Approval:

* Name: [Stakeholder Name]
* Title: [Title]
* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: [Date]

Technical Lead Approval:

* Name: [Technical Lead Name]
* Title: [Title]
* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: [Date]

Project Manager Approval:

* Name: [PM Name]
* Title: [Title]
* Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: [Date]

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## **Appendices**

### **Appendix A: Glossary**

*Define technical terms and acronyms.*

| Term | Definition |
| --- | --- |
| [Term 1] | [Definition] |
| [Term 2] | [Definition] |

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### **Appendix B: Supporting Documents**

*List related documents and references.*

* [Document 1] - [Description]
* [Document 2] - [Description]

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### **Appendix C: Change Log**

*Track document changes and revisions.*

| **Version** | **Date** | **Author** | **Changes** |
| --- | --- | --- | --- |
| 1.0 | [Date] | [Author] | Initial version |