**[](https://bit.ly/3E1fJH7)BUSINESS ANALYSIS REQUIREMENTS DOCUMENT TEMPLATE**

PROJECT NAME

BUSINESS ANALYSIS REQUIREMENTS DOCUMENT TEMPLATE

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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BUSINESS ANALYSIS REQUIREMENTS DOCUMENT TEMPLATE

AUTHORIZATION SIGNATURES MEMORANDUM

**PREPARED BY**

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|  | |
| *Name and Title (Printed)* | |
|  |  |
| *Signature* | *Date* |

**RECOMMENDED BY**

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|  | |
| *Name and Title (Printed)* | |
|  |  |
| *Signature* | *Date* |

**APPROVED BY**

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|  | |
| *Project Sponsor Name and Title (Printed)* | |
|  |  |
| *Project Sponsor Signature* | *Date* |

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# INTRODUCTION

Provide an overview of the entire Business Analysis Requirements including the purpose, scope, definitions, acronyms, abbreviations, references, etc.

## Purpose

## Reference Documents

## Abbreviations and Acronyms

## Document Conventions

# GENERAL DESCRIPTION

## Product Context

## User Classes and Characteristics

## Overview of Functional Requirements

## Overview of Data Requirements

## Operating Environment

## General Constraints, Assumptions, Dependencies, Guidelines

## Design and Implementation Constraints

## User Documentation

# REQUIREMENTS

## External Interface Requirements

### User Interfaces

### Hardware Interfaces

### Software Interfaces

### Communications Interfaces

## Functional Requirements

### Template for functional requirements

* **purpose / description**
* **inputs**
* **processing**
* **outputs**

## Performance Requirements

## Security

## Usability

## Other Requirements

1. Analysis Models

List any attached / referenced documentation such as data flow diagrams, class diagrams, state-transition diagrams, entity-relationship diagrams, etc.

| ANALYSIS MODELS | | |
| --- | --- | --- |
| DOCUMENT NAME | DESCRIPTION | LOCATION |
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1. Issues List

Detail any unresolved issues.

| ISSUES LIST | | |
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| ISSUE ID | ISSUE DESCRIPTION | STATUS |
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