**[A picture containing text

Description automatically generated](https://bit.ly/3hYZONH)AGILE BUSINESS REQUIREMENTS DOCUMENT TEMPLATE**

PROJECT NAME

AGILE BUSINESS 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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# EXECUTIVE SUMMARY SNAPSHOT

Provide a brief executive summary (overview of your business requirements) here.

Your executive summary should be a “snapshot” of the purpose of your business requirements, including a brief description of any analysis, findings, project description, scope, business drivers, proposed process, current process, and functional requirements. Here are the questions you should answer when writing your business requirements executive summary:

* *What is the goal (purpose) of this business requirements document (BRD)?*
* *Who is the audience for this business requirements document?*

# PROJECT DESCRIPTION

In this section, describe the project for which you are writing this business requirements document. Describe the project’s purpose, what the current process/solution is for the project, what the challenges are, and why you need to undertake the project.

# PROJECT SCOPE

Provide a high-level description of the project’s scope, including a list of project-specific goals, tasks, deliverables, costs, deadlines -- everything that is “in” and “out” of scope for the project. This information provides team members with guidelines for the scope of the project, so they can plan and resource accordingly.

## **IN SCOPE**

The following are “in scope” for the project:

* *In-scope item 1*
* *In-scope item 2*
* *In-scope item 3*
* *In-scope item 4*
* *Etc.*

## **OUT OF SCOPE**

The following are “out of scope” for the project:

* *Not-in-scope item 1*
* *Not-in-scope item 2*
* *Not-in-scope item 3*
* *Not-in-scope item 4*
* *Etc.*



# BUSINESS DRIVERS

Enter the **reasons** (i.e., **business** drivers) why your business is initiating the project. In short, Why are you undertaking the project? Examples might include the following:

* *Legal requirements*
* *Cost savings with a more efficient practice*
* *Updated import/export laws*
* *Improved efficiency*
* *Improved sales*
* *Etc.*

## **BUSINESS DRIVER #1**

Provide a detailed explanation for business driver #1.

## **BUSINESS DRIVER #2**

Provide a detailed explanation for business driver #2.

## **BUSINESS DRIVER #3**

Provide a detailed explanation for business driver #3.



# CURRENT PROCESS

Provide details of your current process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the current process*.*

# PROPOSED PROCESS

Provide details of the proposed process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the proposed process. For this process, we recommend you use the same illustrative tool/style that you used for your current process (above).

# FUNCTIONAL REQUIREMENTS

Detail the project’s functional requirements by enumerating the ways in which the current process addresses the issue and by describing the functional requirements necessary to the project’s success.

## **PRIORITY**

|  |  |  |
| --- | --- | --- |
| Use the following priority table. It allows you to apply a ratings system to your requirements, so you have the visibility (into the value, status, and description of each requirement) that’s necessary for determining whether a particular requirement is essential to project success: | | |
| **Value** | **Rating** | **Description** |
| 1 | Critical | The requirement is critical to the project’s success. Without fulfilling this requirement, the project is not possible. |
| 2 | High | The requirement is high priority re the project’s success, but the project could still be implemented in a minimum viable product (MVP) scenario. |
| 3 | Medium | The requirement is important to the project’s success, as it provides value, but the project could still be implemented in an MVP scenario. |
| 4 | Low | The requirement is low priority (i.e., it would be nice to have), but the project’s success is not dependent upon it. |
| 5 | Future | The requirement is outside of the project’s scope and is included as a possible component of a prospective release and/or feature. |

## **REQUIREMENTS CATEGORIES (RC1)**

|  |  |  |  |
| --- | --- | --- | --- |
| In this section, detail the project’s functional use; break down your project’s requirements into categories so that they’re easy to understand. You can duplicate this section for any successive project categories as needed. The following table includes a unique ID for each requirement, the details of each requirement, the priority of each requirement, and the name of the person who is driving or is responsible for the requirement. | | | |
| **ID** | **Requirement** | **Priority** | **Raised By** |
| RC 1 |  |  |  |
| RC 2 |  |  |  |
| RC 3 |  |  |  |
| RC 4 |  |  |  |

# NON-FUNCTIONAL REQUIREMENTS

|  |  |
| --- | --- |
| Detail all non-functional requirements (NFRs) of the project, including such things as features, system behavior, and project characteristics that relate to user experience. | |
| **ID** | **Requirement** |
| NFR 1 |  |
| NFR 2 |  |
| NFR 3 |  |
| NFR 4 |  |
| NFR 5 |  |
| NFR 6 |  |
| NFR 7 |  |
| NFR 8 |  |
| NFR 9 |  |

# FINANCIAL STATEMENTS

Detail the financial impact of the project on the company’s balance sheet for the projected duration of the project.

# COST AND BENEFIT

Provide a detailed list of all costs involved in the proposed project, along with a cost-benefit analysis. Include proposed or projected funding source details for the project’s expenses.

# RESOURCES

Provide details of the resources required for the project. Include personnel needs, hardware, software, equipment, office space, etc.

# SCHEDULE, TIMELINE, AND DEADLINES

Provide a detailed list of the project’s schedule-specific timelines, deadlines, milestones, etc.

# ASSUMPTIONS

Provide a detailed list of assumptions (project factors believed to be true but that haven’t been confirmed) to better determine the project’s risk factors.

# GLOSSARY

|  |  |
| --- | --- |
| For easy reference, enter any terms, abbreviations, and/or acronyms that you include in this document. | |
| **Term / Abbreviation** | **Explanation** |
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# REFERENCES

|  |  |
| --- | --- |
| Provide links to all the resources (websites, documents, etc.) that you’ve referenced in this document. | |
| **Name** | **Location** |
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# APPENDIX

Include any additional information for reference, including process details, analysis results, studies, third-party examples, etc.

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| --- |
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