Business Requirements Document (BRD) Template

**PROJECT DETAILS**

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| Project Name: |
| Project Manager: |
| Date: |
| Version: |

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| 1. Executive Summary |
| Here, write down the project overview. This will be a high-level summary of the project in its entirety. [Tip: write this part last, after you've defined all aspects of the BRD.] |

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| 2. Success Factors |
| Define your success benchmarks or project objectives. How will you measure the goals of the project? |

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| 3. Project Scope |
| Communicate the project's scope. This defines the boundaries of the project; what should be in, and what should be left out. |

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| 4. Stakeholder Identification |
| Stakeholder 1: |
| Stakeholder 2: |
| Stakeholder 3: |

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| 5. Business Requirements |
| What are the business's requirements or objectives? List the actions needed to complete the project, with their varying levels of priority. |

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| 6. Scope of Solution |
| Here, explain the intended scope of the final product or service.  |

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| 7A. Functional Requirements  |
| ID | REQUIREMENT | PRIORITY | RAISED BY |
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| 7B. Non-functional Requirements |
| ID | REQUIREMENT |
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| 8. Project constraints |
| Explain potential project constraints like resources, budgets, dependencies and so forth. Complete a cost-benefit analysis of these constraints weighed with the intended project benefits. |

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| 9. Quality control measures |
| This section serves as a reference for any planned quality control measures. |

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| 10. Schedule, timeline and deadlines |
| Lastly, put down the project's timeline, including its schedule, deadlines and timeframes. |