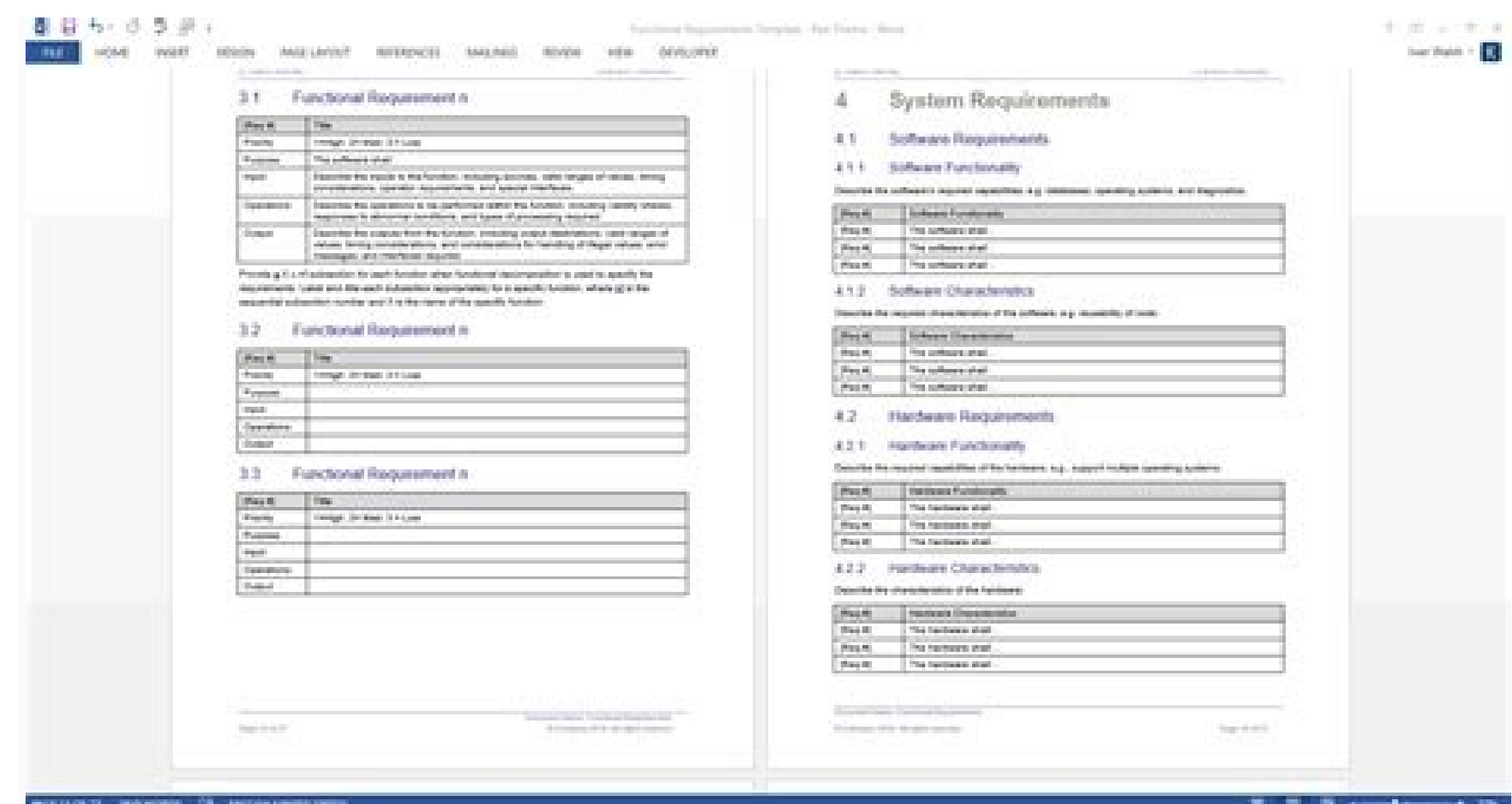


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Section	Section Description	Section Purpose
Business Requirements Document	Document that describes the business requirements for a system.	Define the business requirements for a system.
Introduction	Provides an overview of the document and its purpose.	Introduce the document and its purpose.
1.1. Document Purpose	Describes the purpose of the document.	Define the purpose of the document.
1.2. Intended Audience	Identifies the intended audience for the document.	Identify the intended audience for the document.
Document Filling Instructions	Provides instructions on how to fill in the document.	Provide instructions on how to fill in the document.
Page 4 of 25		

**Business Requirements Document**

**4 Business Requirements**

**4.1 Business Process Overview**

It may be helpful to include a diagram of the business processes the project is implementing.

**4.2 Detailed Business Requirements**

Requirements gathering can be a tricky business – it's tempting to put in every requirement you can think of, just in case you need the functionality later. But overstuffing requirements is exactly how projects can become bloated and slow. Ruthless prioritisation of requirements can help this. In an agile approach all requirements are put in priority order from 1 to n and the most important requirements are developed first. As the project develops or new requirements come along priorities are re-assessed. The idea behind this is that the requirements that deliver the biggest benefit will be delivered as soon as possible and less important priorities will wait until the end of the project or be removed altogether.

In non-iterative project approaches e.g. waterfall you are likely to be delivering against all your requirements at the same time and you may not have the freedom to put some requirements on the back burner. It's still critical however to know up front which requirements are the must haves and which can be reviewed if implementation becomes impractical. A simple scale as shown below can be helpful (Mandatory, Desirable, Optional, Removed).

Number	Description	Type	Raised by
1.			
2.			
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**Type Key**

- M - Mandatory
- D - Desirable
- O - Optional
- R - Removed

**1. Introduction**

**1.1. Document Purpose**

The purpose of this document is to describe business requirements of an Application completely, accurately and unambiguously in Technology-independent manner. All attempts have been made in using mostly business terminology and business language while describing the requirements in this document. Very minimal and commonly understood Technical terminology is used. Use **case / Designer** approach is used in modifying the business requirements in this document. [Delete the approach that is not applicable.]

**1.2. Intended Audience**

The main intended audience for this document are the business owners of the proposed system. This document should be readable by business owners of the proposed system. They must be able to verify that their business requirements have been documented here completely, accurately and unambiguously. Data Architects, Application Architects and Technical Architects would also find the information in this document useful when they need to design a solution that will address their business requirements.

Since the requirements are documented here in Technology-independent manner, the end-users of the system should be able to comprehend the requirements fairly easily from this document.

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