|  |  |
| --- | --- |
|  | Information Technology Services (ITS) |

*Project Name*

Business Requirements Document

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***PLEASE NOTE: Text in italics is for instruction only and should be removed from the final version.***

*This version of the ITS business requirements document has a multi-level list for numbered headings and a separate custom multi-level list for requirements.*



*When adding a new heading, select the correct multi-level list ensure that the table of contents populates properly. When documenting requirements, use the multi-level list with the PREQ, CREQ, GCREQ prefixes. You may need use the multilevel list control  to manage which list is used where.*

*The requirement numbering system is built into the PREQ, CREQ, GCREQ multi-level list. From the start of the line, Tab to increase the list level, Shift + Tab to decrease the numbering level. Alternatively, click in the sentence, click the numbering control*  *from the ribbon, click ‘Change List Level’ and choose the appropriate level.*

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version Number | Date (dd/mm/yyyy) | Author | Description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Project Overview

*Provide the background history of the project and the high-level objectives. This section should be the same as what appears in the Project Charter.*

## Project Sponsor(s)

|  |  |
| --- | --- |
| Name | Job Title |
|  |  |
|  |  |
|  |  |

## Project Contributors (in alphabetical order)

|  |  |  |
| --- | --- | --- |
| Name | Job Title | Role |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## In Scope (Deliverables)

*Provide a list of the high-level deliverables to the project, in order of priority from greatest to least.*

|  |
| --- |
| Title  |
|  |
|  |
|  |

## Out of Scope

*Provide a list of any issues or requests that will not be addressed by this project.*

|  |  |
| --- | --- |
| Title | Reason for Exclusion |
|  |  |
|  |  |
|  |  |
|  |  |

# Common Project Acronyms, Names, and Descriptions

*Provide a list of the common acronyms or names, and their associated descriptions.*

|  |  |
| --- | --- |
| Name | Description |
|  |  |
|  |  |
|  |  |
|  |  |

# Existing Processes (if applicable)

*If this project will be changing or replacing one or more existing processes, list those processes here, completing all sections listed below.*

## Summary Process Narrative

*Insert relevant notes and other pertinent information in bullet form to describe the process shown in the above flow diagram.*

## Timing

*List the times of year that this process occurs, their frequency, and duration.*

## Volume

*Describe the volume and types of items served by this process.*

## Screenshots

*If applicable, include screenshots of the existing process here with descriptions.*

## Problems

*List the problems with this process in bullet form. Include screenshots if necessary.*

# Project Requirements

## Deliverable Title

*Provide a high-level statement or title describing the requirement.*

### Process Overview

#### Summary Process Narrative

*Insert relevant notes and other pertinent information in bullet form to describe the process shown in the above flow diagram.*

#### Flow Diagram

*Insert the flowchart object here, or a screenshot, depending on the flowcharting tool that is used.*

#### Triggering Event and Pre-Conditions

*Describe the event(s) that triggers the process, or other pre-conditions, for the process shown in the above flow diagram.*

#### Timing

*List the times of year that this process will occur, the frequency, and duration.*

#### Volume

*Describe the volume and types of items served by this process.*

#### Outcome(s) and/or Post-Conditions

*List the outcomes, results, or post-conditions of this process.*

### Functional Requirements

*Provide a detailed list of requirements to satisfy the requirement statement listed above.*

*The requirement numbering system is built into a multi-level list, independent of the rest of the document. From the start of the line, Tab to increase the list level, Shift + Tab to decrease the numbering level. Alternatively, click in the sentence, click the numbering control*  *from the ribbon, click ‘Change List Level’ and choose the appropriate level.*

1. <State the parent requirement title.>
	1. <State the child requirement description.>
		1. <State the grandchild requirement description.>
			1. Add notes where appropriate to provide context.

### Non-Functional Requirements

*Non-functional requirements define quality attributes or quality of service attributes on which the solution will be judged.*

#### Availability

*What percentage of the time, and time periods does the solution need to be available? What is the impact if there is an outage?*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

#### Compatibility

*Which systems, software, or processes does this solution need to be able to interact or operate well with? If information is being transmitted between systems, include transfer method, and requirements.*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

#### Extensibility

*Do you intend for the solution to be able to incorporate new capabilities or functionality in the future?*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

#### Maintainability

*When the solution is in place, what solution or data maintenance activities are needed to match the business cycle? Who needs to be able to perform this maintenance?*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

#### Scalability

*Does this solution need to be able to grow to handle increased amounts of work? How much growth is planned, over what period of time?*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

#### ***Security***

*How sensitive or critical is the process facilitated by, or information stored in the solution? Who will be allowed to access the solution? What security constraints are required to protect the solution and data?*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

#### ***Usability***

*What are the characteristics of the user groups using this solution? How frequently will they use it?*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

#### Performance

*What performance characteristics are key for this solution? E.g. response time, # clicks to complete task.*

1. <State the parent requirement title.>
	1. <State the child requirement description.>

### Data Requirements

*If applicable, provide a list of any information that will be captured as a part of this process. For example, student name, home address, date of birth, etc.*

*If necessary, you may group lists of data fields by screen or functionality, but be sure to give an appropriate header to each group.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Field Name | Description | Editable | Mandatory Field | PredefinedValue(s) |
|  |  | [ ]   | [ ]   | [ ]   |
|  |  | [ ]   | [ ]   | [ ]   |
|  |  | [ ]   | [ ]   | [ ]   |

#### Known Issues/Assumptions/Risks/Dependencies

*Provide a list of any known issues, assumptions, or risks that are known at the time this document was created.*

|  |  |
| --- | --- |
| Type (Issue, Assumption, Risk, or Dependency) | Description |
|  |  |
|  |  |
|  |  |
|  |  |

## Deliverable Title

*<Copy sections from 6.1 for all subsequent deliverables.>*

# Sign off

Please sign this document to indicate your acceptance of the requirements, as described.

|  |  |  |
| --- | --- | --- |
| Project Role | Signature | Date |
| Project Sponsor or Functional Lead |  |  |
|  | *<insert name>* |  |
| Technical Lead  |  |  |
|  | *<insert name>* |  |

# Appendix

## Mock-ups

*Where necessary, include mock-ups to supplement the detailed requirements.*

## Glossary

*Provide a glossary for any project-related acronyms or names for this project.*

## Business Rules and Procedures

*List the business rules and procedures that are pertinent to any of the processes described in this document.*

## Document References

*List the documentation or websites that were used during the creation of this document.*

|  |  |
| --- | --- |
| Title | Location |
|  |  |
|  |  |
|  |  |