

Business Requirements Document (BRD) Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Document Information

[Enter document information information here.]

02 - Executive Summary

[Enter executive summary information here.]

03 - Business Objective

[Enter business objective information here.]

04 - Background

[Enter background information here.]

05 - Scope

[Enter scope information here.]

06 - Stakeholders

[Enter stakeholders information here.]

07 - Business Requirements

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

08 - Functional Requirements

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

09 - Non-Functional Requirements

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

10 - Assumptions

[Enter assumptions information here.]

11 - Constraints

[Enter constraints information here.]

12 - Acceptance Criteria

[Enter acceptance criteria information here.]

13 - Approvals

[Enter approvals information here.]

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