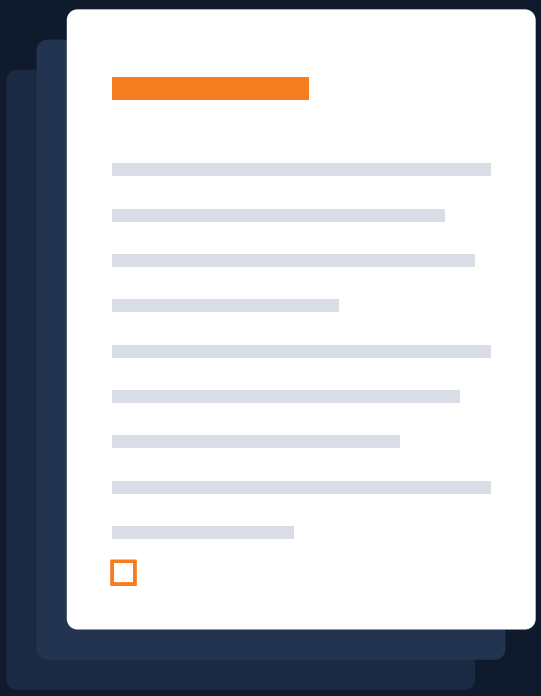
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FREE TEMPLATE

BUSINESS DOCUMENTS

# Business Requirements Document

Defines the business need, scope and requirements for software procurement or a new service launch.

INTENDED AUDIENCE

Executive sponsors, Product & Project leads

TYPICAL USE CASE

Software procurement, new service launches

# About this template

A Business Requirements Document (BRD) describes what the business needs and why, before anyone decides how. It aligns sponsors and teams on objectives, scope, requirements and success measures, and becomes the reference for vendor selection or solution design.

| Detail | |
|---|---|
| Intended audience | Executive sponsors, Product & Project leads |
| Typical use case | Software procurement, new service launches |

## How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

## Document Control

| | | | |
|---|---|---|---|
| **Project / initiative** | | **BRD version** | |
| **Business sponsor** | | **Author** | |
| **Status** | | **Date** | |

| Version | Date | Author | Summary of changes |
|---|---|---|---|
| *[1.0]* | *[DD/MM/YYYY]* | *[Name]* | *[Initial release]* |
| | | | |
| | | | |

## 01 Executive Summary

*GUIDANCE* *A short summary a sponsor can read in one minute.*

## 02 Business Problem & Opportunity

| | |
|---|---|
| **Current situation** | |
| **Problem / opportunity** | |
| **Impact of doing nothing** | |
| **Strategic alignment** | |

## 03 Objectives & Success Measures

*GUIDANCE* *Make objectives specific and measurable.*

| Objective | Measure | Baseline | Target | By when |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 04 Scope

| In scope | Out of scope |
|---|---|
| | |
| | |
| | |

## 05 Stakeholders

*GUIDANCE* *List the people who need to read, contribute to or approve this document.*

| Name | Role | Interest / responsibility | Contact |
|---|---|---|---|
| *[Name]* | *[Role]* | *[What they care about]* | *[Email]* |
| | | | |
| | | | |
| | | | |

## 06 Business Requirements

*GUIDANCE* *Write each as what the business needs, not how it will be built. Prioritise using MoSCoW.*

| ID | Requirement | Priority | Rationale | Owner |
|---|---|---|---|---|
| BR-01 | *[The business needs to ...]* | *[Must]* | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 07 Assumptions & Constraints

| Assumptions | Constraints |
|---|---|
| | |
| | |
| | |

## 08 Cost-Benefit Summary

| Item | One-off cost | Annual cost | Annual benefit |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## 09 Risks & Mitigation

*GUIDANCE* *List what could go wrong, how likely and serious it is, and what you will do about it.*

| Risk | Likelihood | Impact | Mitigation | Owner |
|---|---|---|---|---|
| *[Risk]* | *[L/M/H]* | *[L/M/H]* | *[Action]* | *[Role]* |
| | | | | |
| | | | | |
| | | | | |

## 10 Sign-off

*GUIDANCE* *Sponsor sign-off confirms the requirements are complete and agreed.*

| Role | Name | Signature | Date |
|---|---|---|---|
| Business sponsor | | | |
| Product / project lead | | | |
| Finance | | | |


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