



Business Requirements Document



01

BUSINESS CONTEXT

Establish the business-level reason for the initiative before defining detailed product or solution requirements.

EXECUTIVE SUMMARY

BUSINESS PROBLEM / OPPORTUNITY

CURRENT & FUTURE STATE

Describe where the organization is today and what should be different if the initiative succeeds.

CURRENT STATE

DESIRED FUTURE STATE

BUSINESS OBJECTIVES & SUCCESS MEASURES

Define the outcomes this initiative should contribute to and how stakeholders will know whether progress is being made.

BUSINESS OBJECTIVE

SUCCESS MEASURE

TARGET / OUTCOME

STAKEHOLDERS

Identify the people or groups affected by the change, responsible for decisions, or needed to validate the business requirements.

[illegible]

SCOPE

Make the initiative boundaries explicit so new requests can be evaluated against the original business need.

The diagram consists of two overlapping circles. The left circle is light blue and labeled 'IN SCOPE' in bold blue text. The right circle is light orange and labeled 'OUT OF SCOPE' in bold orange text. The two circles overlap in the center, creating a white area. A horizontal line runs across the top of the diagram, separating the header from the content area.

06

BUSINESS REQUIREMENTS

State what the business needs to achieve. Keep requirements solution-neutral where possible; detailed features, user stories, and technical specifications belong in downstream requirements artifacts.

07

BUSINESS VALUE & EXPECTED BENEFITS

Describe why the initiative matters to the organization and how the expected benefits connect back to the business need.

08

ASSUMPTIONS, CONSTRAINTS & DEPENDENCIES

Surface conditions that could change the business case, limit the solution space, or affect delivery.

09

RISKS

Capture the most important uncertainties that could affect the initiative or its expected business value.

10

HIGH-LEVEL MILESTONES

Capture major business checkpoints and decision points without turning the BRD into a detailed project schedule.

11

OPEN QUESTIONS & DECISIONS

Track unresolved issues so they are visible, owned, and resolved before they become hidden assumptions.

OPEN QUESTION / DECISION	OWNER	DUE DATE	STATUS / RESOLUTION

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APPROVALS & CHANGE HISTORY

Record who has approved the business requirements and preserve a simple history of material changes to the BRD.

APPROVALS

ROLE	NAME	STATUS / APPROVAL	DATE

CHANGE HISTORY

VERSION	DATE	SUMMARY OF CHANGE	OWNER