

<Corporate Logo>

<Project Title>
Business Requirements

Author: <author name>
Date: <date>
Version: <version>

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
AMENDMENT HISTORY	3
PROJECT OVERVIEW	4
PROJECT SCOPE	5
Stakeholders.....	5
Business Processes Affected.....	5
Systems/Applications.....	5
Assumptions/Constraints	5
Risks.....	5
Related Documents	5
BUSINESS PROCESS FLOWS.....	6
<Business Process Name>	6
APPENDICES	9
Glossary	9

PROJECT OVERVIEW

<insert project overview here>

PROJECT SCOPE

Stakeholders

Stakeholder Name	Company	Department	Title	Contact Phone

Business Processes Affected

The following businesses are in scope:

- <list business processes>

The following business processes are out of scope:

- <list out of scope business processes>

Systems/Applications

- <list systems/applications>

Assumptions/Constraints

- <list assumptions/constraints>

Risks

- <list risks>

Related Documents

- <Project Plan>
- <Cost Benefit Analysis>
- <Statement of Work>
- <System Architecture Document>
- <Technical Design Document>
- <Test Plan/Acceptance Document>
- <Training Package>

BUSINESS PROCESS FLOWS

<*Business Process Name*>

“Current State” Process Flow

Step #	Actor	Step	Comments
1			
2			
3			
4			
5			
6			
7			

“Future State” Process Flow

Step #	Actor	Step	Comments
1			
3			
4			
5			
6			
7			
8			

Business Requirements

RQT ID	Name	Description	Priority	Stakeholder
<rqt-id 1>				
<rqt-id 2>				
<rqt-id 3>				
<rqt-id 4>		-		
<rqt-id 5>				

APPENDICES

Glossary

Term	Definition