< Enter Department Name>

<Project Name> Business Requirements

From: < >
To: < >
File Name: *<file name>*
Date First Created: *<mm/dd/yyyy>*
Date Last Updated: *<mm/dd/yyyy this date is very important
because there may be multiple versions as
new data is analyzed>*

Purpose of the Document

The business requirements define the owner's view, sketching key aspects of the problem and the requirements that will resolve the problem. It also examines the issues and risks that have an impact on the system as a whole.

Template Instructions

The change activity page may be too formal for some smaller projects or enhancements and can be removed.

Insert information between left and right brackets - < >.
Delete Brackets.

Information in italics is additional template instructions.
Delete all italicized instructions.

In file on the menu go to properties and in the summary folder enter the document title and author (person or group).

If the document is longer than 5 pages, you should insert an automatic table of contents

<Insert Diagram or Picture - Optional>

Document Change Activity

The following is a record of the changes that have occurred on this document from the time of its original approval

#	Change Description	Author	Date

Business Contacts

Name	Title	Phone

DTP@Work
Dedicated Top Professionals

Table of Contents

1 BUSINESS REQUIREMENTS

1.1 PURPOSE OF THE SYSTEM

Provide a brief, summarized description of the purpose of the system or enhancement being proposed. This may as simple as cutting and pasting from the PMO – Product Description.

1.2 PROBLEM DEFINITION

Describe the problem that is being resolved, and/or the existing system or process that is in place. Include related exhibits in the Appendices, such as copies of forms or reports, print screens being used, policies that apply, etc. This may as simple as cutting and pasting from the PMO – Product Description.

1.3 OBJECTIVES

What objectives have been set for the project? What objectives are needed to resolve the problem? If these things are true this project will be successful. Some of these objectives should be available in the PMO – Product Description, and should be copied here. Additional objectives may need added or the original objectives may need revised. These statements should be measurable.

1. As a result of this project ……
2. As a result of this project ……

1.4 MANDATORY REQUIREMENTS OF THE SYSTEM

List mandatory requirements. Mandatory requirements are things that are necessary to meet the objectives and for the development of the system, without which success on the project will not be attained.

1.4.1 MANDATORY REQUIREMENT #1

Expand on requirement #1
More points about #1

1.4.2 MANDATORY REQUIREMENT #2

1.4.3   MORE MANDATORY REQUIREMENTS AS NEEDED

1.5   OPTIONAL REQUIREMENTS OF THE SYSTEM

1.5.1   OPTIONAL REQUIREMENT #1

Expand on Optional Requirement #1
More expansion on Optional Requirement #1.

1.5.2   OPTIONAL REQUIREMENT #2

1.5.3   MORE OPTIONAL REQUIREMENTS AS NEEDED

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1.6   FUNCTIONAL REQUIREMENTS OF THE SYSTEM

Provide the detail of the functional requirements of the system. This would include a description of the workflow, general considerations that will need to be taken into account, screen mockups, if appropriate, diagrams in the Appendix as appropriate, and any other items that illustrate the functional requirements.

1.6.1   FUNCTIONAL REQUIREMENTS IN GENERAL

1.6.2   FUNCTIONAL REQUIREMENT #1

For example:
If child's court hearing has not taken place, CRB should know if this has occurred so they can be sure they are scheduled for a review at the appropriate time.

1.6.3   FUNCTIONAL REQUIREMENT #2

Example 2:
When clerical staff receives packet of info, if a change is made the clerical staff should be able to access that and make the change.

1.6.4 MORE FUNCTIONAL REQUIREMENTS AS NEEDED

Example 3:
If Board overloaded when scheduling, flag reviews that could change - computer asks what to do.

1.7 CONSTRAINTS

Identify and list possible constraints on the system, such as legal requirements, infrastructure issues, etc.

1.8 ASSUMPTIONS

Identify and list assumptions related to the system and project.

1.9 EXCLUSIONS

Identify and list exclusions to the system.

1.10 ISSUES TO BE RESOLVED

List issues that have not been resolved and who is responsible for resolving them.

2 IMPACT STATEMENT

Example - Provide information listing the impact of this CR to the FACIS application and clients.

3 RISK STATEMENT

Provide detailed information concerning the risk of these changes or the risk of not making these changes and the impact to our users if the changes fail to implement properly.

4 APPENDIX

Attach supporting documents as needed.