

# Business Requirements Document

A business requirements document is a vital record that describes the high-level business needs of a company. It outlines what the group wants to do presently and in the future.



## Business Requirements Document Definition & Meaning

A business requirements document or BRD is a comprehensive description of the goals, objectives, and expectations an organization wishes to achieve for a new project, program, or business solution.

It aims to record the functional, quality, and usability requirements into adaptable formats for future analysis and design activities, and its format must be understandable by all business stakeholders.

## What Is a Business Requirements Document?

Business documents tend to change as businesses grow and develop over time. So, it is necessary to prepare a business requirements document (BRD) whenever there is a need to build a new application, replace a business application, or partner with a vendor to

complete a specific project. This document describes a business need or objective along with what is expected of the project.

## **10 Types of Business Requirements Documents**

### **Technical Business Requirements Document**

For a new application to be built, it is essential for companies to partner themselves with other vendors or experts in the field. A [technical business requirement document](#) describes the performance and the requirements you need to accomplish for the project. Such a subject includes reliability and availability and other technicalities.



**Bennet Tech Inc.**  
684 King Lane, Killeen, TX 76544  
bennettechinc@email.com | 222 555 7777

## Technical Business Requirement Document

**Project Name:** Widget Interactive Naming System (WINS)      **Date:** June 2, 2050  
**Project Manager:** Andy Jones      **Department:** Technical

### Executive Summary

Bennet Inc. plans to deliver the project to synchronize the naming and linking of all widgets in all systems across the company. This project will avoid duplicating widget names and reduce the time to produce widget names for existing projects. The project has been designed to support text searching on widget names or business descriptions.

### Project Objectives

- Produce unique widget names for all future projects
- Avoid duplicating existing widget names

### Project Scope

The project manager will head the project's planning accompanied by a team dedicated to helping achieve project success. They will track changes, including new widgets, modifications to existing widgets, and widgets to be archived.

### Key Stakeholders

| Name           | Position             |
|----------------|----------------------|
| Andy Jones     | Project Manager      |
| James Finnigan | Technical Specialist |
| Walt Richie    | IT Manager           |

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# Software Development Business Requirements Document

For software projects and programs, a [software development business requirements](#) document is prepared to describe the problems the project is trying to solve and the required outcomes necessary to deliver value. Since building a new software can be a series of trial and error it is necessary to lay out the requirements to stakeholders. This document provides clarity, retains focus, and removes uncertainty about the project's needs.



## Software Development Business Requirements

**Project Name:** Software Development Plan    **Date:** June 2, 2050

**Project Manager:** Ellen Smith                      **Department:** Information Technology

### Executive Summary

D. Horton Corp. will create a software development plan that establishes approaches, methodologies, tools, and procedures to be used during the analysis, design, development, testing, integration, deployment, and maintenance of each company's software. This project's aim is to be a dynamic document that reflects organizational changes and advances in new technologies.

### Project Objectives

- Provide means to coordinate schedule
- Control resources and initiate actions

### Project Scope

The project manager will handle the creation of a software development plan. The goal of this project is to provide a detailed plan for the use of resources, methodologies, and techniques for the development of all software that the company's product line.

### Key Stakeholders

| Name         | Position                  |
|--------------|---------------------------|
| Ellen Smith  | Project Manager           |
| Sandra Kohen | Assistant Project Manager |
| Barry Lutz   | Team Member               |



# Project Management Business Requirements Document

In order to proceed with an upcoming project, it is essential to prepare a [project management business requirements document](#). Often described in this document are the changes in capabilities that will result from the project. A detailed BRD is crucial to the success and completion of the project.

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## McGuire Group of Companies

8978 Charles St., San Antonio, TX 78216  
mcguiregroupofcompanies@email.com | 222 555 7777

### Project Management Business Requirement Document

**Project Name:** One Midani Township Project

**Date:** June 2, 2050

**Project Manager:** Arn Lazarus

**Department:** Project and Development

#### Executive Summary

McGuire Group of Companies is a prime real estate company in Texas, providing high-quality and reliable residential, commercial, and industrial properties. The company's next project is One Midani Township in San Antonio. It is the first out of four One Midani Township projects. This development will cater to property owners interested in affordable real estate properties.

#### Project Objectives

- Expand business to reach more customers
- Increase annual sales by 20%

#### Project Scope

As soon as the project is completed, it will provide affordable yet top-of-the-line residential properties to Texans. The project manager will look after the construction of One Midani Township and document any developments related to the project to ensure that it will be finished on time without overspending.

#### Key Stakeholders

| Name         | Position        |
|--------------|-----------------|
| Arn Lazarus  | Project Manager |
| Darwin Olsen | Site Engineer   |
| Mila Aniston | Architect       |

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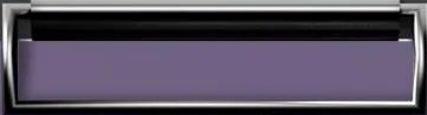


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## Product Business Requirements Document

Companies often strive to produce, revamp or develop new products for their clients. A [product business requirements document](#) is a vital tool used in product development to describe the product's scope, purposes, functionality, framework, and the different stages of its development. With that, it may serve as a guide for business and technical teams to help build, launch, or market the product.

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### Wyne Mfg.

4554 W Vermillion Drive, South Jordan, UT 84095  
wynemfg@email.com | 222 555 7777

## Product Business Requirements Document

**Project Name:** Product Rebranding

**Date:** June 6, 2050

**Project Manager:** Darcy Clause

**Department:** Marketing and Advertising

### Executive Summary

Because design trends play a significant role in how customers perceive the company, Wyne Mfg. considers rebranding its products. This project aims to keep the brand current and aligned with the market trends. In doing so, the company can attract more customers and differentiate its products from the competition.

### Project Objectives

- Double the current recorded number of customers
- Easily differentiate the company's products from competitors

### Project Scope

The project manager has been appointed by the executive management team to oversee this project. With this approval, the project manager will be working with the marketing department designated team. Altogether, they will participate in the planning and implementation of the project's outcome.

### Key Stakeholders

| Name         | Position                  |
|--------------|---------------------------|
| Darcy Clause | Project Manager           |
| Neil Gordon  | Assistant Project Manager |
| Bill Meyer   | Marketing Manager         |



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## **E-Commerce Business Requirements Document**

Opening your business online is quite feasible nowadays since a lot of customers prefer shopping online because of its convenience. However, opening an online store isn't as simple as one may think as there are certain specifications and processes you need to accomplish in order to do so. An [e-commerce business requirements document](#) will help describe your online platform, the clients and other stakeholders, and its features and functionalities.

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## E-commerce Business Requirements Document

**Project Name:** Delivery Services

**Date:** June 6, 2050

**Project Manager:** Grace Jones

**Department:** Customer Service

### Executive Summary

The e-commerce industry is growing and many businesses are becoming more competitive in the marketplace. To ahead of the competition, West End plans to improve its already-established delivery services. The goal of this project is to reach more customers and service those who are in hard-to-reach locations. This will improve customer satisfaction and increase trust.

### Project Objectives

- Increase customer satisfaction rate by 95%
- Increase customer trust rate by 95%

### Project Scope

The project manager will be in charge of this project. The responsibilities of the project manager will include finding the right courier partner than can accommodate the company's delivery and shipping requirements. A team will also be selected to help the project manager achieve the goal of this project.

### Key Stakeholders

| Name            | Position              |
|-----------------|-----------------------|
| Grace Jones     | Project Manager       |
| Miranda Hackney | Customer Support      |
| Val Morris      | E-commerce Specialist |

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## Call Center Business Requirements Document

Designing and building a call center is a big undertaking as you need to accomplish a number of requirements and technology to complete the setup. To start, a [call center business requirements document](#) will define how the customer/business needs will be met by the solution. And more importantly, it should be able to communicate the needed solutions to a technology service provider to satisfy both customers and business needs.

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## Call Center Business Requirements Document

**Project Name:** Recruitment and Hiring

**Date:** June 6, 2050

**Project Manager:** Linda Auror

**Department:** Human Resource

### Executive Summary

With the growing demand for business processing outsourcing services, Bus Bryant will continue to hire the right people who are willing to be part of the company in making a difference in people's lives. To ensure that the right candidates are selected, the company will assign the project manager to manage the recruitment process. The people for the job ensure that the company will achieve its goals of increasing customer satisfaction and campaign success.

### Project Objectives

- Increase customer satisfaction by up to 95%
- Increase campaign success by up to 95%

### Project Scope

The project manager will manage the recruitment process according to the approval of the executive management team. A team will be selected to help the project manager with the planning and strategizing. The company will provide the resources to ensure that the project will be successful.

### Key Stakeholders

| Name          | Position                  |
|---------------|---------------------------|
| Linda Auror   | Project Manager           |
| Brenda Song   | Assistant Project Manager |
| Charity Maine | HR Manager                |

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## High-Level Business Requirements Document

A [high-level business requirements document](#) is a comprehensive description of the set of capabilities that a project under consideration must achieve. This should more or less include expected outcomes, effects or services to be delivered by the project. You can write this document as a simple list of its primary activities related to the project.

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## Galboi Inc.

500 Paisano St. NE #331, Albuquerque, NM 87123  
galboiinc@email.com | 222 555 7777

### High-Level Business Requirements Document

**Project Name:** Recruitment Policy

**Date:** June 3, 2050

**Project Manager:** Melanie Rivera

**Department:** Human Resource

#### Executive Summary

Galboi Inc. plans to develop and implement a Recruitment Policy to make the company's hiring process organized through systematic recruitment, hiring, and onboarding process. This will help the company select the most qualified candidates for the vacant positions.

#### Project Objectives

- Streamline the recruitment process
- Select the most suitable candidates

#### Project Scope

It has been approved by the executive management that the project manager will handle the development and implementation of the Recruitment Policy. A team will help the project manager in achieving the goals of the project.

#### Key Stakeholders

| Name           | Position            |
|----------------|---------------------|
| Melanie Rivera | Project Manager     |
| Brenda Wu      | Project Coordinator |
| Henry Jacobs   | HR Manager          |

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## Data Warehouse Business Requirements Document

A data warehouse is a system designed for data analysis that can help organizations make decisions. Because of its complexity and usefulness to businesses it is vital to prepare a [data warehouse business requirement document](#). Management will be able to concentrate on what information the users need, the budget to set up this project, quality, and the personnel you need to complete the project.



## Truman Inc.

7327 W Paine Road, Magna, UT 84604  
trumaninc@email.com | 222 555 7777

# Data Warehouse Business Requirements Document

**Project Name:** Data Warehouse Restructuring

**Date:** June 6, 2050

**Project Manager:** Frank Barrymore

**Department:** Information Technology

### Executive Summary

In order to centralize structured data from other sources, Truman Inc. plans to develop a data warehouse to be managed by a dedicated project manager and team members. There are many benefits of developing a data warehouse, including improving data quality and enhancing return on investment.

### Project Objectives

- Improve data quality
- Enhance return on investment

### Project Scope

The approval of the executive management team has appointed the project manager to manage the project with the support of a dedicated team from the Information Technology department. They will be involved in the planning and implementation of the results that this project will produce.

### Key Stakeholders

| Name            | Position                  |
|-----------------|---------------------------|
| Frank Barrymore | Project Manager           |
| Shawn Spring    | Assistant Project Manager |
| Nathan Nelson   | IT Manager                |

### Business Requirements

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# Application Business Requirements Document

When there is a need to revamp an existing application or create an entirely new one, then an [application business requirements document](#) is substantially important. BRDs provide the foundation needed to ensure a successful project and that every stakeholder is onboard. This document must be able to focus on the application's business objectives and creates a fine distinction between business and technical solution.

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**BCILY & Company**  
2089 Woodview Drive, Lehi, UT 84043  
bcilyandcompany@email.com | 222 555 7777

## Application Business Requirements Document

**Project Name:** Application Design

**Date:** June 6, 2050

**Project Manager:** Lloyd Connor

**Department:** Information Technology

### Executive Summary

Being in the industry for several years, BCILY & Company has produced products that change lives. To remain competitive and committed to its customer base, the company plans to redesign its application to align with the current market design trends. The company will get from this project an improved user experience and enhanced interaction with users.

### Project Objectives

- Improved user experience
- Enhance customer interaction

### Project Scope

It has been approved by the executive management that the project manager will handle the planning and implementation of the redesigning of the application. A team will help the project manager in achieving the goals of the project. With the resources provided by the company, the team is expected to produce desired results.

### Key Stakeholders

| Name         | Position                  |
|--------------|---------------------------|
| Lloyd Connor | Project Manager           |
| Thara Perez  | Assistant Project Manager |
| Kim Lui      | IT Manager                |

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# Systems Business Requirements Document

Creating a new system or revising one also needs its own BRD. A [systems business requirements document](#) is designed to thoroughly describe the end user's expectations and needs, expected issues that can derail its implementation, and a proposed solution. It also should be able to define the system's specifications and integrated characteristics.

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**BCILY & Company**  
2089 Woodview Drive, Lehi, UT 84043  
bcilyandcompany@email.com | 222 555 7777

## Application Business Requirements Document

**Project Name:** Application Design

**Date:** June 6, 2050

**Project Manager:** Lloyd Connor

**Department:** Information Technology

### Executive Summary

Being in the industry for several years, BCILY & Company has produced products that change lives. To remain competitive and committed to its customer base, the company plans to redesign its application to align with the current market design trends. The company will get from this project an improved user experience and enhanced interaction with users.

### Project Objectives

- Improved user experience
- Enhance customer interaction

### Project Scope

It has been approved by the executive management that the project manager will handle the planning and implementation of the redesigning of the application. A team will help the project manager in achieving the goals of the project. With the resources provided by the company, the team is expected to produce desired results.

### Key Stakeholders

| Name         | Position                  |
|--------------|---------------------------|
| Lloyd Connor | Project Manager           |
| Thara Perez  | Assistant Project Manager |
| Kim Lui      | IT Manager                |

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# **Business Requirements Document Uses, Purposes, Importance**

Business requirements documents are critical to the success of a business project. This document must be well researched, well defined, and complete. Plus, it is also drafted for RFP (Request for Proposal) whenever a new project is underway.

## **Project Management**

A BRD is widely used for project management to define everything a project entails. A well-written and complete business requirements document is the foundation of a successful project. And it is also important that project requirements are documented to reduce errors and mistakes.

## **Decision-Making**

BRDs guide stakeholders in the decisions they make regarding the project. This is because the document itself gives stakeholders an overview of the project priorities, design, and structure. And it is particularly essential to make sure that the project continues to align itself with the company's business goals.

## **Partnership**

BRDs are also the cornerstone for business partnerships whenever a project comes up. It is inevitable to seek vendors, suppliers, and even customers to make sure that the project ends up a success. A BRD can be used to detail a business's needs when seeking a consultant, or contractor.

## **Transparency and Cost Effectiveness**

Documenting business requirements promotes transparency between stakeholders and others who are involved. This helps improve communication ensuring that everyone is on the same page. Since forthcoming issues and their solutions are presented beforehand, this leads to cost-saving measures and negotiations.

## **Aligning Customer and Business Needs**

A business requirements document is the focal point for establishing a project. Because the document covers key areas such as the project's scope, its stakeholders, and key features of the project and all of these are to be aligned with both the user's and business needs. As the project nears its end, a BRD should serve as a record of the initial business problem and its solution.

## **What's In a Business Requirements Document? Parts?**

### **Project Details**

This should contain the project's name, the person in charge, and the designated department.

### **Executive Summary**

This is an overview of the entire document so the reader knows what to expect as they go through the document.

### **Project Scope**

This outlines the project's goals, activities, timelines, and deliverables.

### **Project Objectives**

This is a brief statement on the project's main objectives and purpose.

### **Key Stakeholders**

This identifies and assigns roles and responsibilities to the key stakeholders.

## **Requirements**

This is a list of requirements needed to build and complete the project.

## **Budget and Financial Statement**

This explains how much budget is needed and presents a detailed summary of a business's financial statement.

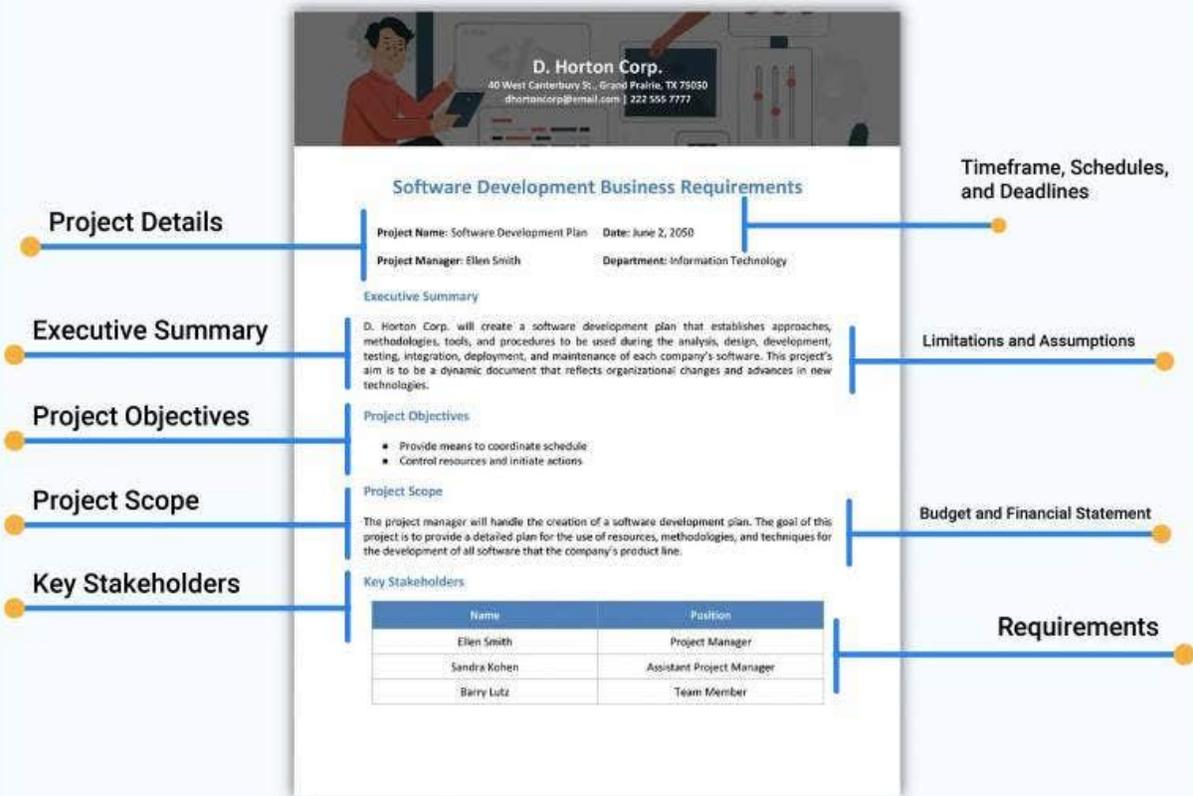
## **Timeframe, Schedules, and Deadlines**

This is a record of a project's timeline, schedule, and phase with corresponding deadlines.

## **Limitations and Assumptions**

This anticipates all possible obstacles and issues the group may encounter while executing a project or future event.

# Business Requirements Document Anatomy



# How To Design a Business Requirements Document?

1. Choose a [Business Requirements Document Size](#).
2. Decide on the purpose of the business requirements document.
3. Select a [Business Requirements Document Template](#).
4. Customize the template and add its content.
5. Add any graphics or logos.
6. Finalize and download.

# How To Design a Business Requirements Document?

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STEP  
**01**

Choose a Business Requirements Document Size.

Decide on the purpose of the business requirements document.

STEP  
**02**

STEP  
**03**

Select a Business Requirements Document Template.

Customize the template and add its content.

STEP  
**04**

STEP  
**05**

Add any graphics or logos.

Finalize and download.

STEP  
**06**

# **Business Requirements Document Vs. Functional Requirements Document**

A business requirements document is set to focus on the needs of the business and its customers.

The functional requirements document on the other hand focuses on the functionality to fulfill the business needs.

## **What's The Difference Between a Business Requirements Document, Business Case, or Product?**

A business requirements document is a detailed list of what the business wants to achieve.

A business case is referred to as an explanation or justification describing how a business decision will improve a business, product, service, or process.

A product is goods or services created by a company that is sold in the market.

## **Business Requirements Document Sizes**

Since a business requirements document is a detailed report that may expand to a number of pages, then these are the following business requirements document sizes that are applicable to use.

- Letter: 8.5 × 11 inches
- Legal: 8.5 × 14 inches
- A4: 8.3 × 11.7 inches

# Business Requirements Document Sizes

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| TYPE OF DOCUMENT | SIZES             |
|------------------|-------------------|
| Letter           | 8.5 × 11 inches   |
| Legal            | 8.5 × 14 inches   |
| A4               | 8.3 × 11.7 inches |

## Business Requirements Document Ideas & Examples

Since a BRD is used on various occasions, we've got a list of [business requirements document ideas](#) and examples you may need to help you create this document.

- Business Requirements Document Ideas and Examples
- IT Business Requirements Document Ideas and Examples
- Healthcare Business Requirements Document Ideas and Examples
- HR Business Requirements Document Ideas and Examples
- Functional Business Requirements Document Ideas and Examples

- Process Business Requirements Document Ideas and Examples
- Business Intelligence Requirements Document Ideas and Examples
- Software Business Requirements Document Ideas and Examples
- Agile Business Requirements Document Ideas and Examples
- Standard Business Requirements Document Ideas and Examples
- Modern Business Requirements Document Ideas and Examples

## **FAQs**

### **What are Key Business Requirements?**

These are the expectations and quality control standards that are vital to determine the success or failure of a project or business opportunity.

### **What Should Be Included in a BRD?**

Included in a BRD are the executive summary, project scope and objectives, key stakeholders, requirements, budget and financial statements, timeframe, limitations, and assumptions.

### **What are the Business Requirements for a Project?**

Business requirements are a list of wants and need to complete a project.

### **How Does a Business Analyst Gather Requirements?**

One common approach is by conducting meetings and interviews to get first-hand accounts from stakeholders about the project.

## **What Does a BRD Contain?**

A BRD contains describes the overall solution and possible outcome of a project whether you need to build an entirely new product or revised an old one.

## **How Will You Know When Business Requirements are Done?**

Over time as you slowly fulfill and accomplish those requirements even with additional data yet it is no longer needed then more or less you are as good as done.

## **Who Provides the Business Requirements?**

It's the customers who provide the specifications and framework of the business requirements.

## **What is In Scope and Out of Scope in BRD?**

In Scope are the resources that are available such as the budget, personnel, the work process, and goals, while Out of Scope are tasks, resources, or areas not included in the original plan and do not contribute to anything.

## **What is BRD in Agile?**

In Agile, its project manager works on a BRD collaborating with the product's owner, into a series of epics that define the product.

## **What are the Requirements for the Food Business?**

To start a food business, you'll need a proper business plan, sufficient finances, a decent location, food menu, personnel, permits, and licenses, as well as a deep knowledge of the marketing aspects of the food business.