**BUSINESS REQUIREMENTS SPECIFICATION**

**FOR**

**!UPDATE PROJECT TITLE!**

**!UPDATE FINALIZED DATE MM/DD/YYYY!**

**Prepared by**

**!UPDATE BRS AUTHOR!**

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*1. Modify the Document Properties as follows (File: Properties):*

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* *Update the Finalized Date field with the date the document was finalized.*

1. *Complete each section using the instructions provided.*

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| **Document** **Scope** |
| Business Requirements define both the functional and non-functional items required to meet a business objective or need. Business Requirements are stated in the language of the business and identify **what** should be accomplished from a business perspective. **How** a solution is implemented is not addressed in the Business Requirements. Rather, Business Requirements are the input to the design phase of a project where possible solutions and implementation strategies are explored. |

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| **Document** **History** | | |
| **Date** | **Author** | **Revision Description** |
| *MM/DD/YYYY* | *Author Name* | *Description of the revision (i.e. “First Draft”, “Addition of requirements to…”, etc.* |

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| **Related** **Documents** |
| *This section of the requirements lists other known applicable documentation for the project including the project charter and project proposal.*  *For each document referenced, include the document name and brief description of the document.* |

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| **User** **Classes and Characteristics** |
| *This section of the requirements lists the anticipated users of the product. User classes may be identified based on frequency of use, product functions used, technical expertise, security level, etc.*  *Describe the important characteristics for each user class listed. For example, a set of requirements may only pertain to a certain user class.* |

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| **Operating** **Environment** |
| *This section of the requirements indicates KNOWN operating environment constraints. If there are no known constrains or there is no BUSINESS requirement regarding the operating environment, indicate BY N/A.* |

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| **Product** **Assumptions** |
| *This section documents any items that are assumed to be true related to the product described in this document.*  *Include a concise statement for each assumption. Assumptions detailed in the project proposal should NOT be repeated here.*  ***Example****:*   * *All invoicing functionality will continue to be provided through Safari Corporate.* |

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| **Product** **Constraints and Dependencies** |
| *This section documents any known constraints or dependencies related to the product described in this document.*  *Include a concise statement for each known constraint or dependency. Constraints detailed in the project proposal should NOT be repeated here.*  ***Example****:*   * *We must have the new reports available for use by April 15, 2006.* |

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| **User** **Documentation** |
| * *This section lists any required documentation to support the product described in this document. Examples include training documentation, user manuals, on-line help, etc.* |

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| **Business** **Rules** |
| *This section details all business rules relevant to the product being developed. Business rules address how the business is run. The do not address specific functionality as do the requirements. However, the business rules do govern the implementation of the requirements to the extent that they create the context within which the requirements must be met.* |

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| **Functional** **Requirements** |
| *This section details all business requirements related to product functionality. Functional requirements should be stated in the language of the business and should be* ***implementation non-specific****. Each requirement should clearly state* ***what*** *is required and* ***why*** *it is important.  This section may be organized by use case, functional hierarchy, or other method depending on what best facilitates detailing the requirements for this product.* |

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| **Non-Functional** **Requirements** |
| *This section details requirements that are not functionality related. Examples of non-functional requirements are performance related requirements, security requirements, quality requirements, etc. Non-functional requirements should be organized by category such as performance, security, etc., and should include justification for the requirement.* |

**APPENDIX** **A**

**CONCEPTS AND DEFINITIONS**

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| ***Term – list all terms to be defined in this column. When the list is completed, sort the table by term.*** | *Definition – list all corresponding definitions in this column.* |
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**APPENDIX** **B**

**DIAGRAMS AND MODELS**

*This section should contain all models and diagrams such as use case diagrams, data flow diagrams, logical data models, sequence diagrams, flowcharts, etc.*

**APPENDIX** **C**

**ISSUES**

*This section should contain an enumerated list of all known issues. Before finalizing the business requirements, all issues must be addressed or transitioned to the design phase for resolution. Unresolved issues should not be part of the finalized business requirements specification.*

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| **Required** **Approvals** |
| *This section identifies the individuals by role and name that must approve the business requirements.*  *At a minimum, this* ***MUST*** *include the Project Sponsor and Project Manager.*  ***Name,* Project Sponsor Date**  ***Name,* Project Manager Date** |