

Business Requirements Document

Define the business problem, desired outcomes, and verifiable needs before translating them into work or a rollout plan.

Document title: _____	Project: _____
Owner: _____	Version: _____
Status: _____	Date: _____

Executive summary and business problem

Describe the current problem or opportunity and the decision this document supports.

Objectives and success criteria

State outcomes and how the business will recognize success.

Stakeholders

Stakeholder / role	Interest or responsibility

Current state

Describe how the relevant process works today.

Future state

Describe the needed capability or business process after change.

Business requirements

ID / priority	Requirement and rationale	Source / owner	Acceptance measure

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Assumptions, constraints, and dependencies

Type	Description	Impact / owner

High-level risks

Record only risks relevant to interpreting or delivering the requirements.

Approvals

Prepared by / date	Reviewed by / date	Approved by / date