

Business Requirements Document (BRD)

Business Requirements Document (BRD): {{PROJECT_NAME}}

Project: {{PROJECT_NAME}} Version: {{VERSION}} Date: {{DATE}}
Author: {{AUTHOR}} Status: Draft | In Review | Approved Reviewers:
{{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

1. Executive Summary

Project Overview: {{EXECUTIVE_SUMMARY_PARAGRAPH}}

Business Problem: {{PROBLEM_SUMMARY_1_SENTENCE}}

Proposed Solution: {{SOLUTION_SUMMARY_1_SENTENCE}}

Expected Outcomes:

- {{OUTCOME_1}}
- {{OUTCOME_2}}

- {{OUTCOME_3}}

Investment: {{BUDGET_RANGE}} NOK | **Timeline:** {{DURATION}} | **Priority:** {{HIGH/MEDIUM/LOW}}

2. Business Objectives & Goals

ID	Objective	Description	Target	Timeframe
BO-01	{{OBJECTIVE_TITLE}}	{{DETAILED_DESCRIPTION}}	{{MEASURABLE_TARGET}}	{{DATE/TIMEFRAME}}
BO-02				
BO-03				
BO-04				

Alignment to Strategic Goals: This project supports the following organizational priorities:

- **{{STRATEGIC_GOAL_1}}**: {{HOW_THIS_PROJECT_SUPPORTS_IT}}
- **{{STRATEGIC_GOAL_2}}**: {{HOW_THIS_PROJECT_SUPPORTS_IT}}

3. Current State Analysis (AS-IS)

3.1 Current Process Overview

{{CURRENT_PROCESS_DESCRIPTION}}

3.2 AS-IS Process Flow

flowchart LR

A([Start]) --> B[{{STEP_1}}]

B --> C[{{DECISION_POINT}}]

C -->|Yes| D[{{STEP_2A}}]

C -->|No| E[{{STEP_2B}}]

D --> F[{{STEP_3}}]

E --> F

F --> G([End])

3.3 Current Systems & Tools

System / Tool	Purpose	Users	Limitations
{{SYSTEM_NAME}}	{{PURPOSE}}	{{USER_COUNT/TYPE}}	{{LIMITATIONS}}
Manual process	{{WHAT_IS_MANUAL}}	{{WHO}}	Time-consuming, error-prone

3.4 Current State Pain Points

#	Pain Point	Category	Affected Users	Business Impact	Severity
PP-01	{{PAIN_POINT}}	Process / Technology / Data	{{USERS}}	{{IMPACT}}	High/Med/Low
PP-02					
PP-03					

3.5 Current State Metrics (Baseline)

Metric	Current Value	Source	Notes
{{METRIC}}	{{VALUE}}	{{HOW_MEASURED}}	{{CONTEXT}}
Process cycle time	{{VALUE}}	Observation / timing	Time from start to finish
Error rate	{{VALUE}}%	Issue logs	Manual error rate
User satisfaction	{{VALUE}}/10	Survey	Last measured {{DATE}}

4. Future State Vision (TO-BE)

4.1 Future State Description

{{TO_BE_STATE_DESCRIPTION}}

4.2 TO-BE Process Flow

flowchart LR

A([Start]) --> B[{{NEW_STEP_1}}]

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B --> C[{{NEW_STEP_2_AUTOMATED}}]
C --> D[{{DECISION_POINT_DATA_DRIVEN}}]
D -->|Threshold met| E[{{NEW_OUTCOME_1}}]
D -->|Threshold not met| F[{{NEW_OUTCOME_2}}]
E --> G([End – Automated])
F --> G
```

4.3 Key Improvements

Area	AS-IS	TO-BE	Improvement
{{AREA}}	{{CURRENT}}	{{FUTURE}}	{{QUANTIFIED_IMPROVEMENT}}
Cycle time	{{VALUE}}	{{VALUE}}	{{X}}% faster
Error rate	{{VALUE}}%	{{VALUE}}%	{{X}}% reduction
User experience	{{RATING}}	{{RATING}}	Significant improvement

5. Market Analysis & Competitive Landscape

5.1 Market Context

{{MARKET_CONTEXT_PARAGRAPH}}

5.2 Competitive Analysis

Competitor	Solution Type	Key Features	Pricing	Our Advantage
{{COMPETITOR}}	Direct / Indirect	{{FEATURES}}	{{PRICING}}	{{ADVANTAGE}}

5.3 Positioning

Unique Value Proposition: {{VALUE_PROP}} **Target Market:** {{MARKET_SEGMENT}}
Differentiators: {{DIFFERENTIATORS}}

6. Stakeholder Needs Analysis

Stakeholder Group	Primary Needs	Secondary Needs	Pain Points Addressed	Priority
{{STAKEHOLDER_1}}	{{PRIMARY_NEEDS}}	{{SECONDARY_NEEDS}}	PP-01, PP-02	High
{{STAKEHOLDER_2}}				
{{STAKEHOLDER_3}}				

7. Business Requirements

ID	Requirement	Description	Priority	Rationale	Source	BO Reference
BR-001	{{REQUIREMENT_TITLE}}	{{DETAILED_DESCRIPTION}}	Must Have	{{WHY_NEEDED}}	{{STAKEHOLDER/INTERVIEW}}	BO-01
BR-002			Must Have			
BR-003			Must Have			
BR-004			Should Have			
BR-005			Should Have			
BR-006			Could Have			
BR-007			Won't Have (this release)			

MoSCoW Definitions:

- **Must Have** — Essential for launch; system fails without it
- **Should Have** — High value; include unless significant constraints force exclusion
- **Could Have** — Nice to have; include only if time/budget allow
- **Won't Have** — Explicitly out of scope for this release (prevents scope creep)

8. Success Metrics & KPIs

ID	KPI	Category	Baseline	Target	Measurement Method	Evaluation Date	Owner
KPI-01	{{KPI_NAME}}	Revenue / Efficiency / Quality / UX	{{BASELINE}}	{{TARGET}}	{{HOW_MEASURED}}	{{DATE}}	{{OWNER}}
KPI-02	User adoption rate	Adoption	0%	{{TARGET}}% in 90 days	Analytics	90 days post-launch	PM
KPI-03	Process cycle time	Efficiency	{{BASELINE}}	{{TARGET}}	System monitoring	30 days post-launch	Tech Lead
KPI-04	User satisfaction (CSAT)	Quality	{{BASELINE}}	≥ 8/10	Post-launch survey	60 days post-launch	PM
KPI-05	System uptime	Reliability	N/A	≥ 99.5%	Monitoring	Ongoing	DevOps

9. Business Rules & Constraints

9.1 Business Rules

ID	Rule	Category	Source	Enforced By
RUL-01	{{RULE_DESCRIPTION}}	Legal / Operational / Financial	{{SOURCE}}	{{SYSTEM/PROCESS}}
RUL-02	GDPR: User data must not leave EEA	Legal	GDPR Regulation	Infrastructure
RUL-03	Financial transactions > {{AMOUNT}} require dual approval	Financial	Internal policy	Application

9.2 Regulatory & Compliance Requirements

Regulation	Applicability	Requirements	Responsible
GDPR	{{YES/NO}}	Data minimization, right to deletion, DPA required	Tech Lead + Legal
{{REGULATION}}			

9.3 Technical Constraints

- Must integrate with: {{EXISTING_SYSTEM}}
- Must support: {{BROWSER/DEVICE/OS}}
- Must run on: {{INFRASTRUCTURE}} (if mandated)
- Data residency: {{COUNTRY/REGION}} only
- {{ADDITIONAL_CONSTRAINT}}

10. Assumptions & Dependencies

10.1 Assumptions

#	Assumption	Risk if False	Validation Owner
A-01	{{ASSUMPTION}}	{{RISK}}	{{OWNER}}
A-02	Client will provide {{RESOURCE/ACCESS}} by {{DATE}}	Delays requirements phase	PM
A-03	Existing {{SYSTEM}} API is stable during development	Integration rework required	Tech Lead

10.2 Dependencies

#	Dependency	Type	Impact if Unavailable	Target Date	Status
DEP-01	{{DEPENDENCY}}	Internal / External	{{IMPACT}}	{{DATE}}	Pending
DEP-02	Client data export from legacy system	Client	Cannot populate initial data	{{DATE}}	Pending

11. ROI Analysis / Cost-Benefit

11.1 Investment Summary

Cost Category	One-Time (NOK)	Annual (NOK)	Notes
Development	{{AMOUNT}}	—	One-time
Infrastructure	{{AMOUNT}}	{{AMOUNT}}	Ongoing hosting

Cost Category	One-Time (NOK)	Annual (NOK)	Notes
Licenses	{{AMOUNT}}	{{AMOUNT}}	
Maintenance	—	{{AMOUNT}}	Post-launch support
Total Year 1	{{TOTAL}}	{{ANNUAL}}	

11.2 Benefit Projections

Benefit	Year 1 (NOK)	Year 2 (NOK)	Year 3 (NOK)	Confidence
Revenue increase	{{AMOUNT}}	{{AMOUNT}}	{{AMOUNT}}	{{HIGH/MED/LOW}}
Cost reduction	{{AMOUNT}}	{{AMOUNT}}	{{AMOUNT}}	{{HIGH/MED/LOW}}
Risk reduction value	{{AMOUNT}}	{{AMOUNT}}	{{AMOUNT}}	{{HIGH/MED/LOW}}
Total Benefits	{{TOTAL}}	{{TOTAL}}	{{TOTAL}}	

11.3 ROI Summary

Metric	Value
Total Investment	{{NOK}}
Net Benefit (Year 1)	{{NOK}}
Payback Period	{{MONTHS}} months
3-Year ROI	{{PERCENT}}%
3-Year NPV (discount rate: {{RATE}}%)	{{NOK}}

12. Implementation Roadmap

Phase	Description	Key Deliverables	Duration	Success Criteria
Phase 1 — MVP	Core {{FEATURE}} functionality	{{DELIVERABLES}}	{{DURATION}}	{{SUCCESS_CRITERIA}}
Phase 2 — Full Release	Complete feature set	{{DELIVERABLES}}	{{DURATION}}	{{SUCCESS_CRITERIA}}
Phase 3 — Enhancement	Advanced features, integrations	{{DELIVERABLES}}	{{DURATION}}	{{SUCCESS_CRITERIA}}

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timeline
  title {{PROJECT_NAME}} - Implementation Roadmap

```

section Phase 1 – MVP

{{START_DATE}} : Requirements & Design

{{DATE}} : Core Development

{{DATE}} : MVP Launch

section Phase 2 – Full Release

{{DATE}} : Advanced Features

{{DATE}} : Integrations

{{DATE}} : Full Launch

section Phase 3 – Enhancement

{{DATE}} : Performance & Scale

{{DATE}} : Analytics & Reporting

13. Risk Assessment

#	Risk	Probability	Business Impact	Mitigation
BR-R01	{{RISK}}	H/M/L	H/M/L	{{MITIGATION}}
BR-R02	Market change reduces project value	Low	High	Quarterly business case review
BR-R03	Key business stakeholder changes role	Medium	High	Document all decisions; dual-approver model

“ Full technical risk register: `../PROJECT-GOVERNANCE/risk-register.md`

Approval

Role	Name	Date	Signature
Author			
Reviewer			
Business Analyst			
Product Owner			
AI Director (John)			
Client Sponsor			

Role	Name	Date	Signature
CEO (Alem)			

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