[Project name]

**Approval**

| **Business Owner/Stakeholder** | **Approved/Not Approved** | **Signature** | **Title** | **Date** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution List**

It is the responsibility of those listed below to help ensure their resources are aware of changes detailed in this document for compliance purposes.

| **Name** | **Position** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**Author**: [Name], Business Analyst, ITS

**Version**:

**Date**: 24 October 2013

**Version Control**

| **Version** | **Name** | **Title** | **Contact Details** | **Date** | **Summary of Changes** |
| --- | --- | --- | --- | --- | --- |
| [Version] | [Name of Author] | [Title] | [Email Address] | [Date] | [Insert a description of the changes made to the document and the reasons for the change] |
|  |  |  |  |  |  |

**Document Details**

| **Document Name** | **Document Location** |
| --- | --- |
|  |  |

**Related Documents**

| **Document Name** | **Document Location** |
| --- | --- |
|  |  |

Contents

[1. Introduction 4](#_Toc370398327)

[1.1. Purpose 4](#_Toc370398328)

[1.2. Intended Audience 4](#_Toc370398329)

[1.3. Definitions, Terminology, Acronyms and Abbreviations 4](#_Toc370398330)

[1.4. Assumptions 4](#_Toc370398331)

[1.5. Dependencies 4](#_Toc370398332)

[1.6. Constraints 4](#_Toc370398333)

[1.7. Requirements Gathering Approach 5](#_Toc370398334)

[1.8. Business Context 5](#_Toc370398335)

[1.8.1. Context Diagram 5](#_Toc370398336)

[2. Scope 5](#_Toc370398337)

[2.1. In scope 5](#_Toc370398338)

[2.2. Out of Scope 5](#_Toc370398339)

[3. Business Goal/Objective 6](#_Toc370398340)

[4. Key Stakeholders 6](#_Toc370398341)

[5. Business Process Models 6](#_Toc370398342)

[6. Requirements Prioritisation 6](#_Toc370398343)

[7. Business Requirements (BR) 6](#_Toc370398344)

[8. Attachments 8](#_Toc370398345)

1. Introduction
   1. Purpose

The purpose of this document is to detail the business requirements stated by the stakeholders for <Project Name>……

* 1. Intended Audience

This document is intended to be read by:

* The Project Sponsor, Business Owner and Project Delegate and all other key business stakeholders to ensure that the business objectives have been met and to sign off on the requirements of this project.
* The Project Team to use as a basis for technical specifications, test design and test plans.
* The Vendor for the evaluation and pricing of the solution. – Delete this point if it is not applicable.
  1. Definitions, Terminology, Acronyms and Abbreviations

Terms, acronyms and associated descriptions used within this document are contained in the following table:

| **Terminology, Acronyms and Abbreviations** | **Definition/Description** |
| --- | --- |
| e.g. ANU | The Australian National University |
| CIO | Chief Information Officer |
| ITS | Information Technology Services |
|  |  |
|  |  |

* 1. Assumptions

[List assumptions which have been made]

* 1. Dependencies

[List the dependencies which have been identified]

* 1. Constraints

[List the constraints which exist]

* 1. Requirements Gathering Approach

[Detail the approached that was used to gather and document the requirements, for example:

* Stakeholder Interviews
* Stakeholder Workshops
* Produced “As Is” business processes
* Produced draft “To Be” business processes
* Finalise To Be process in Stakeholder Workshops]
  1. Business Context

[Provide an overview of the business background and the reasons for initiating the project.]

* + - 1. Context Diagram

[Provide a context diagram (Optional)]

1. Scope
   1. In scope

To meet the project objectives raised by the business and to realise the maximum possible tangible and intangible benefits, a broad range of activities will need to be undertaken including:

* 1. Out of Scope

The following are considered out of scope:

1. Business Goal/Objective

For the project Goals and Objectives, please refer to the Business Case document **<Document Name>.** *(Please refer to the section titled ‘*Related Documents*’ for the file path)*

1. Key Stakeholders

For details of stakeholder involvement, please refer to the document **<Document Name>.** *(Please refer to the section titled ‘*Related Documents*’ for the file path)*

1. Business Process Models

[Either insert the business process models into this document as an attachment in section 8 or refer to them as a related document, include the following….]

For the ‘As Is’ and ‘To Be’ business process models please refer to the document **<Document Name>.** (Please refer to the section titled ‘Related Documents’ for the file path)

OR

For the ‘As Is’ and ‘To Be’ business process models please refer to section 8, ‘Attachments’

1. Requirements Prioritisation

The requirements will be prioritized based on the MoSCoW technique which divides the requirements into the following four categories:

|  |  |
| --- | --- |
| **Priority Ranking** | **Description** |
| M – Must Have | Describes a requirement that must be satisfied in the final solution for the solution to be considered a success. |
| S – Should Have | Represents a high-priority item that should be included in the solution if it is possible. This is often a critical requirement but one which can be satisfied in other ways if strictly necessary. |
| C – Could Have | Describes a requirement which is considered desirable but not necessary. This will be included if time and resources permit. |
| W – Won’t Have | Represents a requirement that stakeholders have agreed will not be implemented in a given release, but may be considered for the future. |

1. Business Requirements (BR)

|  |  |  |
| --- | --- | --- |
| **Ref** | **Requirements** | **Priority** |
| BR01 |  |  |
| BR02 |  |  |
| BR03 |  |  |
| BR04 |  |  |
| BR05 |  |  |
| BR06 |  |  |
| BR07 |  |  |
| BR08 |  |  |
| BR09 |  |  |
| BR10 |  |  |
| BR11 |  |  |
| BR12 |  |  |
| BR13 |  |  |
| BR14 |  |  |
| BR15 |  |  |
| BR16 |  |  |
| BR17 |  |  |
| BR18 |  |  |
| BR19 |  |  |
| BR20 |  |  |
| BR21 |  |  |

1. Attachments

[Where applicable, attach documents that were developed with other tools that form part of or support the requirements specifications.]