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Description automatically generated](https://www.smartsheet.com/try-it?trp=12017&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Business+Requirements+Document-word-12017&lpa=Sample+Business+Requirements+Document+word+12017)SAMPLE BUSINESS REQUIREMENTS DOCUMENT TEMPLATE**

PROJECT NAME

SAMPLE BUSINESS REQUIREMENTS   
DOCUMENT TEMPLATE

**NOTE TO USER: Overwrite the sample text included in this template to complete your project’s business requirements document.**

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# EXECUTIVE SUMMARY SNAPSHOT

Provide a brief executive summary (overview of your business requirements) here.

Your executive summary should be a “snapshot” of the purpose of your business requirements, including a brief description of any analysis, findings, project description, scope, business drivers, proposed process, current process, and functional requirements.

**SAMPLE TEXT:**As a socially and environmentally conscious company trying to make a positive difference in the world, we want to roll out our product to more locations than any other EV charging provider. In order to reach our primary goal of becoming the world's largest EV charging provider and thus reducing the environmental impact of fossil-fuel cars through our services, we need to triple the number of EV charging stations that we currently have in the U.S. and Canada.

* Research has shown that…
* This research data indicates that…
* The scope of the proposed project is…
* The main business drivers behind this effort are…
* While the current process only allows us to add charging stations occasionally, the proposed process allows us to triple our EV charging presence…
* The functional requirements in this document indicate that…
* Etc.

# PROJECT DESCRIPTION

In this section, describe the project for which you are writing this business requirements document. Describe the project’s purpose, what the current process/solution is for the project, what the challenges are, and why you need to undertake the project.

**SAMPLE TEXT:**The primary goal of this project is to roll out our EV charging stations to more locations than any other EV charging provider. In order to become the world's largest EV charging provider and thus reduce the environmental impact of fossil-fuel cars through our services, we need to triple the number of EV charging stations that we currently have in the U.S. and Canada.

* While the current process only allows us to add charging stations occasionally, the proposed process allows us to triple our EV charging presence…
* The goal of tripling our EV charging stations presents the following challenges…
* By undertaking this project, we will ensure that we meet our goals, namely those of increasing our stakes significantly, having a positive effect on the environment, and…
* Etc.

# PROJECT SCOPE

Provide a high-level description of the project’s scope, including a list of project-specific goals, tasks, deliverables, costs, deadlines – everything that is “in” and “out” of scope for the project. This information provides team members with guidelines for the scope of the project, so they can plan and resource accordingly.

## **IN SCOPE**

The following are “in scope” for the project: **SAMPLE TEXT**

* **In-scope item 1** – Conduct further research concerning the viability of Canadian locations for our EV charging stations…
* **In-scope item 2** – Conduct a sales campaign to engage owners of potential EV charging locations…
* **In-scope item 3** - Establish a rollout schedule of new EV charging stations with our operations team / field techs…
* **In-scope item 4** – Increase our production of hardware to accommodate all new locations…
* **In-scope item 5** - Etc.

## **OUT OF SCOPE**

The following are “out of scope” for the project: **SAMPLE TEXT**

* **Not-in-scope item 1** - Install the logistics for our new EV charging stations…
* **Not-in-scope item 2** – Cover the total operations cost for our rollout to all the new sites…
* **Not-in-scope item 3** – Cover the legal fees and taxes associated with our new installations...
* **Not-in-scope item 4** - Etc.



# BUSINESS DRIVERS

Enter the **reasons** (i.e., **business** drivers) why your business is initiating the project. In short, why are you undertaking the project? **SAMPLE TEXT:**

* Because the more efficiently we roll out our EV stations, the more we can reduce costs…
* Because the government has updated the import/export laws regarding EV stations…
* Because the more units we produce and install, the more we can improve efficiency and achieve exponential savings…
* Because it will improve sales…
* Etc.

## **BUSINESS DRIVER #1**

Provide a detailed explanation for business driver #1.

* Because the more efficiently we roll out our EV stations, the more we can reduce costs…

## **BUSINESS DRIVER #2**

Provide a detailed explanation for business driver #2.

* Because the government has updated the import/export laws regarding EV stations…

## **BUSINESS DRIVER #3**

Provide a detailed explanation for business driver #3.

* Because the more units we produce and install, the more we can improve efficiency and achieve exponential savings…



# CURRENT PROCESS

Provide details of your current process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the current process*.*

**SAMPLE TEXT:** Our current process requires that we check the laws related to EV charging stations on a county-by-county basis. However, with the recent passage of the new federal law regarding EV charging infrastructure, we will be able to…

# PROPOSED PROCESS

Provide details of the proposed process for addressing the primary issue your project attempts to solve. Feel free to include diagrams, flowcharts, or other visuals to illustrate the proposed process. For this process, we recommend you use the same illustrative tool/style that you used for your current process (above).

**SAMPLE TEXT:** With the recent passage of the new federal law regarding EV charging infrastructure, we will be able to…

# FUNCTIONAL REQUIREMENTS

Detail the project’s functional requirements by enumerating the ways in which the current process addresses the issue and by describing the functional requirements necessary to the project’s success.

## **PRIORITY**

|  |  |  |
| --- | --- | --- |
| Use the following priority table. It allows you to apply a ratings system to your requirements, so you have the visibility (into the value, status, and description of each requirement) that is necessary for determining whether a particular requirement is essential to project success: | | |
| **Value** | **Rating** | **Description** |
| 1 | Critical | The requirement is critical to the project’s success. Without fulfilling this requirement, the project is not possible. |
| 2 | High | The requirement is high priority re the project’s success, but the project could still be implemented in a minimum viable product (MVP) scenario. |
| 3 | Medium | The requirement is important to the project’s success, as it provides value, but the project could still be implemented in an MVP scenario. |
| 4 | Low | The requirement is low priority (i.e., it would be nice to have), but the project’s success is not dependent upon it. |
| 5 | Future | The requirement is outside of the project’s scope and is included as a possible component of a prospective release and/or feature. |

## **REQUIREMENTS CATEGORIES (RC1)**

|  |  |  |  |
| --- | --- | --- | --- |
| In this section, detail the project’s functional use; break down your project’s requirements into categories so that they’re easy to understand. You can duplicate this section for any successive project categories as needed. The following table includes a unique ID for each requirement, the details of each requirement, the priority of each requirement, and the name of the person who is driving or is responsible for the requirement. **SAMPLE TEXT** | | | |
| **ID** | **Requirement** | **Priority** | **Raised By** |
| RC 1 | Increase the production of EV charging units… |  | Cindy |
| RC 2 | Coordinate with manufacturing regarding increases… |  | Bob |
| RC 3 | Coordinate/align with operations… |  | June |
| RC 4 | Obtain executive project approval/signoff… |  | Frank |

# NON-FUNCTIONAL REQUIREMENTS

|  |  |
| --- | --- |
| Detail all non-functional requirements (NFRs) of the project, including such things as features, system behavior, and project characteristics that relate to user experience. **SAMPLE TEXT** | |
| **ID** | **Requirement** |
| NFR 1 | Implement the new EV charging station interface (v. 2.3) … |
| NFR 2 | Conduct user research based on test-market experience… |
| NFR 3 | Obtain buy-in from marketing… |
| NFR 4 | Etc. |
| NFR 5 |  |
| NFR 6 |  |
| NFR 7 |  |
| NFR 8 |  |
| NFR 9 |  |

# FINANCIAL STATEMENTS

Detail the financial impact of the project on the company’s balance sheet for the projected duration of the project.

**SAMPLE TEXT:** While the short-term financial impact of increasing the production of EV charging units will be burdensome, the long-term impact of ramping up production will be incredibly positive: We project a four hundred percent return on our investment. For more detailed information concerning this topic, please see the attached financial analysis/projections…

# COST AND BENEFIT

Provide a detailed list of all costs involved in the proposed project, along with a cost-benefit analysis. Include proposed or projected funding source details for the project’s expenses.

**SAMPLE TEXT:** The attached document includes a detailed list of all costs involved in the proposed project as well as a cost–benefit analysis…

# RESOURCES

Provide details of the resources required for the project. Include personnel needs, hardware, software, equipment, office space, etc.

**SAMPLE TEXT:** The resources required for this project (e.g., personnel needs, equipment, office space, etc.) are as follows…

# SCHEDULE, TIMELINE, AND DEADLINES

Provide a detailed list of the project’s schedule-specific timelines, deadlines, milestones, etc.

**SAMPLE TEXT:** Once we meet all of our business requirements, we expect to complete this project within a two-year timeline. The following list includes a broad-strokes timeline, hard deadlines, major milestones, etc….

# ASSUMPTIONS

Provide a detailed list of assumptions (project factors believed to be true but that haven’t been confirmed) to better determine the project’s risk factors.

**SAMPLE TEXT:** We assume that the company is willing to increase manufacturing of EV charging stations by threefold and to increase personnel numbers as well…

# GLOSSARY

|  |  |
| --- | --- |
| For easy reference, enter any terms, abbreviations, and/or acronyms that you include in this document. **SAMPLE TEXT** | |
| **Term / Abbreviation** | **Explanation** |
| EV | Electric vehicle |
| SOV | Single-occupancy vehicle |
|  |  |
|  |  |
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|  |  |

# REFERENCES

|  |  |
| --- | --- |
| Provide links to all the resources (websites, documents, etc.) that you’ve referenced in this document. **SAMPLE TEXT** | |
| **Name** | **Location** |
| Manufacturing Overview | Positivecharge.com/manufacturing |
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# APPENDIX

Include any additional information for reference, such as process details, analysis results, studies, third-party examples, etc.

|  |
| --- |
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