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# Business Requirements Document (BRD) Template

## What is Business Requirements Document (BRD) Template?

A Business Requirements Document (BRD) Template serves as a structured framework used by Enterprise Solution Architects and Architecture Project Managers to capture and communicate the essential business needs and requirements of a project clearly and comprehensively. It typically includes sections for project objectives, stakeholder identification, functional and non-functional requirements, and constraints. By adhering to a BRD Template, teams ensure alignment with best practices defined by frameworks such as TOGAF, which emphasize the importance of thorough documentation and stakeholder engagement in the architecture development process. This standardized approach not only facilitates better collaboration among cross-functional teams but also supports informed decision-making and ensures that the final solution aligns with the overarching business strategy and goals.

[template](#)

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### AI Prompt: Business Requirements Document (BRD) Template

Imagine a [dynamic team of project stakeholders] coming together to define the essential needs for a new software solution. As an [Application Lifecycle Management advocate], I invite you to explore a comprehensive [Business Requirements Document (BRD) Template] that serves as a blueprint for successful project implementation. This template not only outlines the [business objectives and specific requirements] but also integrates key sections such as [stakeholder analysis, functional specifications, and acceptance criteria]. To enrich your understanding, consider examining examples of [well-crafted BRDs] in various industries that highlight best practices and common pitfalls. Feel free to adjust the template to fit [your project's unique needs], whether you're in a startup environment or a large enterprise. Ultimately, what you'll produce is a [clear, actionable document] that bridges the gap between business needs and technical solutions, ensuring a successful implementation aligned with [TOGAF principles].

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# Business Requirements Document (BRD) Template

## Document Control

- **Version:** 1.0
- **Date:** YYYY-MM-DD
- **Author:** [Your Name]
- **Reviewed by:** [Reviewer's Name]
- **Status:** Draft / Final

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## Introduction

*Provide a brief introduction to the project, its background, and the purpose of this document.*

## Business Objectives

*List the key business objectives that this project aims to achieve.*

- Objective 1
- Objective 2
- Objective 3

## Stakeholders

*List and describe the stakeholders involved in the project.*

[Name] [Role] [Email/Phone]
[Name] [Role] [Email/Phone]

## Scope

*Define the scope of the project, including what is included and what is excluded.*

### In-Scope

- Item 1
- Item 2

### Out-of-Scope

- Item 1
- Item 2

## Requirements

### Functional Requirements

*Detail the functional requirements for the project.*

FR-1 [Description of the functional requirement]
FR-2 [Description of the functional requirement]

### Non-Functional Requirements

*Detail the non-functional requirements for the project.*

NFR-1 [Description of the non-functional requirement]

NFR-2 [Description of the non-functional requirement]

## Assumptions

List any assumptions made during the project planning and requirements gathering.

- Assumption 1
- Assumption 2

## Constraints

List any limitations or constraints that may impact the project.

- Constraint 1
- Constraint 2

## Dependencies

Identify any dependencies that this project has on other projects, systems, or resources.

- Dependency 1
- Dependency 2

## Acceptance Criteria

Define the criteria that will be used to determine if the project's deliverables meet the requirements and are acceptable.

- Criterion 1
- Criterion 2

## Appendices

Include any additional information, diagrams, or references that support the document.

- Appendix A: [Title]
- Appendix B: [Title]

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End of Document



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