

Business Requirements Document Template

Project Name:

Project Manager:

Date Submitted:

Document status: ☐ Draft ☐ Proposed ☐ Validated ☐ Approved

1. Executive Summary

2. Project Objectives

3. Project Scope

4. Business Requirements		
Priority Level	Critical Level	Requirement Description

5. Key Stakeholders		
Name	Job Role	Duties

6. Project Constraints	
Constraint	Description

7. Cost Benefit Analysis	
Cost	Benefit
Total Cost:	Expected ROI: