

Business Requirement Document Template



Business Requirements Document Template

Project Details

Project Name	Project Manager	Date	Version No.

1. Executive Summary

This section provides a concise overview of the project for all involved parties. It presents a high-level statement of the project's purpose and objectives.

2. Project Objectives

List the business objectives you hope to achieve with the project. Your objectives should be specific, measurable, attainable, relevant, and time-bound.

1.

2.

3.

4.

5.

3. Project Scope

This is the most critical part of your Business Requirement Document. This section should include: a detailed overview of project objectives, milestones, project deliverables, and acceptance criteria.

Project Objectives Overview

--

Milestones

1.

2.

3.

Project Deliverables

1:

2:

3:

4:

5:

6:

Acceptance Criteria

--

4. Project Requirements

List all the features and necessary functionality of the project This section includes what needs to be built and any features your new project requires.

Requirement	Priority Level	Description
1.		
2.		
3.		
4.		

5. Stakeholders

This section of your BRD lists key stakeholders for your project. Take the time to outline each person's roles and responsibilities.

Name	Role	Responsibilities
1.		
2.		
3.		
4.		
5.		



HubSpot Tip

Make sure to include both internal and external parties. Regularly update stakeholder information to ensure the contact details, roles, and responsibilities remain current and facilitate efficient communication throughout the project lifecycle.

6. Constraints

Specify the existing boundaries that affect project development. Your constraints can be anything from your budget, current toolkit, technical limitations, team availability, or dependencies.

1.

2.

3.

4.

5.

7. Deadlines

Specify deadlines for each phase of your project initiatives.

Phase 1:

Phase 2:

Phase 3:

Phase 4:

Phase 5:

8. Cost Benefit Analysis

This section evaluates the financial and non-financial gains of the project against the associated costs. It helps in determining the project's overall value and feasibility.

Costs

No.	Category	Item	Quantity	Price	Total
1					
2					
3					
4					
5					

Total Cost: \$00.00

Benefits

Description	Price
Total Benefits: \$00.00	

9. Glossary

This section provides definitions and explanations for specialized terms and acronyms used throughout the document.

Term	Description



HubSpot Tip

Consider integrating glossary terms into your Knowledge Base using HubSpot's features to provide easy access for your team and stakeholders, ensuring everyone is aligned on terminology.

10. Appendix

This section contains supplementary materials that support the main content of the document. Include additional data, references, detailed charts, technical specifications, or other relevant information that provides further context or clarification.