**Project Name: < Project Name >**

**Document Version: 0.1**

**Creation Date: < Release Date >**

**Last Modified Date: -**

**Author(s): < Author or group name >**

Template. : Business Requirements Document

Version : V1.1

Governance : : PMO & PQM

Montclair State University – Proprietary

Use Pursuant to Organization Instructions

**Table of Contents**

[PURPOSE 3](#_Toc374017587)

[SCOPE 3](#_Toc374017588)

[DEFINITIONS 3](#_Toc374017589)

[BUSINESS REQUIREMENTS 3](#_Toc374017590)

[NON-FUNCTIONAL REQUIREMENTS 4](#_Toc374017591)

[INTERFACE REQUIREMENTS 5](#_Toc374017592)

[USE CASES 5](#_Toc374017593)

[DOCUMENT CONTROL 6](#_Toc374017594)

[Document Version 6](#_Toc374017595)

[Document Approval 6](#_Toc374017596)

[Document Change Control 6](#_Toc374017597)

[References 6](#_Toc374017598)

< Blue Text within angle brackets “< - >” in this template is guidance information and blue text without brackets is example data. All blue text must be replaced and turned to black text or removed when creating the final document. >

# PURPOSE

< The purpose of this project should be described here that includes the business capabilities the project should provide. >

# SCOPE

< Each project should have only one BRD. This section should define at a high level, the intended scope for this project. This would include impacted systems and departments. Visio models or descriptive text may be used (or a combination) at the project managers discretion. >

# DEFINITIONS

Standard acronyms and definitions are contained in OM-STD-003 *Standard Definitions and Acronyms*. Below are significant definitions required by this document.

| **Term** | **Definition** |
| --- | --- |
| Process Documentation | The collection of internal documents that control the organization’s work. (e.g.: Policies, System Descriptions, Process Descriptions, Procedures, Templates, Standards, Tools, Training Slides, etc.) The full set of document types and their descriptions are documented in OM-ARC-001 *Process Documentation Architecture* |
| PDL | Process Documentation Library – This library contains the authorized and approved process documents and tools. It is located on the OneMontclair Blackboard portal |
|  |  |

# BUSINESS REQUIREMENTS

< This section should include the high level business requirements described in terms of the business capability needed. Each business requirement (BR) should have one or more functional requirements. Each functional requirement (FR) should have one or more business rules and one or more data requirements. Each business rule (BZ) should describe in detail the specific criteria needed to provide the desired output, such as formulas, edit checks, IF-THEN-ELSE logic, etc. Each data requirement (DR) should describe each required field, how those fields will be populated (either by the user or some other system), where the data should be stored and any downstream systems that the data should be sent to. The example below shows one completed BR that has only one FR with one BZ and one DR, but real business requirements may include multiple FR’s, BZ’s and DR’s. (Business Analysts may describe the requirements using Use Cases instead of the example method below. Please see Use Cases section for examples). >

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **PRIORITY** | **DESCRIPTION** | **DEPENDENCIES** | **COMMENTS** |
| BR01 |  | The system should provide the capability to add a new student. | New student application | These examples in blue should be replaced by project requirements and italics removed. |
| FR001.01  (Identifies BR01 association) | High  (Priorities are only associated with FR’s) | The system must be able to accept first name, last name, address and social security number. |  | FR’s should be numbered so they can be associated with one and only one BR. |
| BZ01.001  (identifies FR001 association) |  | As user moves from social security number field, the system must compare against both the current student master DB and previous applications DB and alert user if a match is found. | Social security number must be entered for new applicant and user must attempt to move to another field by using the <tab> key. | BZ’s should be numbered so they are associated with one and only one FR. |
| DR01.001  (Identifies FR001 association) |  | All data for this FR must be entered by the user, but comparisons of the social security number must be performed with master student DB and any saved data from previous applications over the last 12 months. |  | DR’s should be numbered so they are associated with one and only one FR. |
| BR02 |  |  |  |  |

# NON-FUNCTIONAL REQUIREMENTS

< Non-functional requirements should be described in this section and examples are Security requirements, Performance requirements, etc. Non-functional requirements should be stated on one line instead of broken out into FR’s, BZ’s, etc. like business requirements. >

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **PRIORITY** | **DESCRIPTION** | **DEPENDENCIES** | **COMMENTS** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# INTERFACE REQUIREMENTS

Normal Text

# USE CASES

< Copy the Use Case table for each new Use Case >

|  |  |  |  |
| --- | --- | --- | --- |
| USE CASE TITLE | Enter New Student Application | | |
| Use Case ID | UC01 | | |
| Actor(s) | Admissions Analyst | | |
| Description | A new student is applying for admission. | | |
| Used by | Evaluate new student application (UC02) | | |
| Preconditions | 1) A new student must be submitting an application for admission.  2) Master student database must be available.  3) Previous admissions application database must be available. | | |
| Postconditions | Admissions application can be complete, incomplete or cancelled. | | |
| Trigger |  | | |
| Primary Case Steps | Step No. | Actor Action | System Response |
|  | 1 |  |  |
|  | 2 |  |  |
|  | 3 |  |  |
| Extensions | Step No. |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Exceptions | Step No. |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Comments |  |  |  |

# ASSUMPTIONS

< List any assumptions about the requirements here>

# CONSTRAINTS

< List any constraints on the requirements here>

# DOCUMENT CONTROL

## Document Version

| **Version** | **Date** | **Author** | **Change** |
| --- | --- | --- | --- |
| 1.0 | 05-Dec-2013 |  |  |
|  |  |  |  |

## Document Approval

This plan is approved by the persons named below. Signatures are on file.

| **Title** | **Name** | **Approval Date** |
| --- | --- | --- |
| Executive Director |  | 01-Jan-2014 |
| Project Sponsor |  | 01-Jan-2014 |
| Functional Department Head |  | 01-Jan-2014 |
| Functional SME(s) providing requirements |  | 01-Jan-2014 |

## Document Change Control

< Revise the paragraph below as appropriate for this document >

This document is under the control of the Project Manager. Change requests or updates are submitted to the Project Manager for consideration. The approvers listed above will consider and approve document revisions.

## References

< Enter all and only documents that are actually referenced in the text of this document >

* OM-STD-003 – *Standard Definitions and Acronyms*