

Business Requirements Document (BRD)

This template includes common sections used by Business Analysts to capture project requirements.

Project Overview

Describe the project

Business Objective/Project Goal

#	Goal Statement	Success Criteria	Owner	Timeline	Notes

In Scope & Out of Scope

Scope	Details

Stakeholders

Stakeholder ID	Stakeholder Name	Stakeholder Type	Role / Title	Department / Org	Responsibilities	Involvement	Contact Mode	Notes

Assumptions & Constraints

#	Assumption / Constraint	Impact	Owner	Notes

Business Requirements/Feature List

Feature ID	Feature Name	Description	Priority	Notes

Risks & Mitigation

#	Risk	Mitigation