

Business Requirements Template

Project Name:
Project Sponsor:
Service Owner:
Project Manager:
Document Date:



1. Proposed Business State

Provide a high level description of the proposed business state. Please see Appendix 6.1 for an example of proposed process flow diagram.

2. Business Requirements

ID	Requirements
2.1	Business Requirement <i>List business requirements. <u>Example:</u> Need a mobile application for the existing system.</i>

3. Functional & Non-Functional Requirements

3.1 Functional Requirements

ID	Requirements
3.1.1	Functional Requirement <i>List functional requirements. <u>Example:</u> The application should be able to transfer money from one account to other.</i>

3.2 Non-Functional Requirements (If applicable) (System Performance/ Scalability/ Availability)

ID	Requirements
3.2.1	Non-Functional Requirement <i>List non-functional requirement, if any. <u>Example:</u> The website should load completely within 30 seconds.</i>

3.3 User Requirements (If applicable)

ID	Requirements
3.3.1	User Requirement <i>List user requirement, if any. <u>Example:</u> User needs to be able to login online to use the application.</i>

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3.4 Reporting Requirements (If applicable)

ID	Requirements
3.4.1	Reporting Requirement <i>List reporting requirements, if any. Example: User should be able to pull weekly and monthly usage data.</i>

3.5 Security Requirements (If applicable)

ID	Requirements
3.5.1	Security Requirement <i>List security requirement, if any. Example: Passwords should be 8 characters long.</i>

4. Use Case

Give each use case a unique numeric identifier like 4.1, 4.2 etc. Use one table per use case. Add more use case tables if needed.

4.1 Use Case

Actors (Internal Users, External Users, System)	<i>Who performs this activity?</i> Example: Bank customer, bank
Description	<i>Describe briefly the business activity accomplished by this use case.</i> Example: The use case describes the withdrawal process of money from a ATM. It contains various steps that involve the verification of customer card and processing and generating receipt and giving money.
Preconditions	<i>List any activities that must take place before the use case can be started.</i> Example: The customer withdrawing money should have a bank account and a valid card.
Triggers	<i>What is the event that starts the use case?</i> Example: In need of cash.
Flow of events	<i>Provide a detailed description of the user actions and system responses that will take place during execution of the use case under normal, expected conditions.</i> Example: 1. The customer inserts the card. 2. The system will check the validity of the card and will prompt for PIN no. 3. The customer will enter the PIN. 4. The system will check the database and validates the PIN no & customer acct. 5. Bank database confirms the correctness. 6. ATM asks the customer to enter the amount to be withdrawn. 7. Amount verified against the balance in customer acct. 8. ATM dispenses the amount 9. Receipt is printed 10. Card is ejected.
Success Criteria	<i>What marks the end of the use case?</i> Example: The use case concludes when the card is taken out of the slot.
Exceptions	<i>Describe any anticipated error conditions that could occur during execution of the use case, and define how the system is to respond to those conditions.</i> Example: ATM machine is not in working condition. ATM machine should be

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repaired and then tested for the use case.

5. Document Signatures

Role	Name	Signature	Date
Service Owner			
Project Manager			
Others (if needed)	Add more rows if needed.		

6. Addendums & Appendices

Include any additional documents/ information.

6.1 Proposed Process Flow

Insert proposed business process flow.

Sample:

