Simple Business Requirements Document Template

PROJECT DETAILS

Project Name	Enter Project Name
Project Type	**(e.g. New Initiative or Phase II)**
Project Start Date	
Project End Date	
Project Sponsor	
Primary Driver	**(e.g. Mandatory or Efficiency)**
Secondary Driver	
Division	
Project Manager/Dept	

OVERVIEW

This document defines the high level requirements [insert project name]. It will be used as the basis for the following activities:

- Creating solution designs
- Developing test plans, test scripts, and test cases
- Determining project completion
- Assessing project success

DOCUMENT RESOURCES

Name	Business Unit	Role
<Identify all stakeholders and resources involved in gathering requirements>		