

BUSINESS REQUIREMENTS
DOCUMENT
FOR
<PROJECT NAME>

Project Number: _____

Project Manager: _____

Date: [Click here to enter a date.](#) _____

Version #: _____



APPROVALS

For the Business <specify area>:

<name, title>, Business Lead

(Date)

For Information Technology (IT):

<name>, Project Manager

(Date)

<name>, Business Analyst

(Date)

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REVISION HISTORY

Version	Date	Author	Revision Notes
	Click here to enter a date.		
	Click here to enter a date.		
	Click here to enter a date.		
	Click here to enter a date.		
	Click here to enter a date.		

Contact Information:

For further information, or to request changes, contact:

[Organization mail address]

1. PURPOSE

<Summarize the purpose of this document and describe the relevant audience>

1.1 APPROACH

<Summarize the methods used to gather the business requirements, including who, what how and why, etc., to complete the requirements. >

<Ensure that during requirements gathering activities all identified stakeholders were contacted for impact assessment and requirements validation.>

<e.g. Interview sessions were held from user groups to capture the business requirements and to validate the business drivers of the solutions. These requirements are to be individually prioritized and slotted into targeted phases. The product of this exercise was the “Business Requirements Document” packaged as part of the deliverables of the “Gas Consumption Data - Discovery Phase” project.>



2. BUSINESS NEED

<Describe a problem that the organization is facing (or is likely to face), or an opportunity that it has not taken, and the desired outcome. Explain the reason why this need has to be addressed and what would the consequences be if it is not addressed.>

2.1 CURRENT STATE CONTEXT

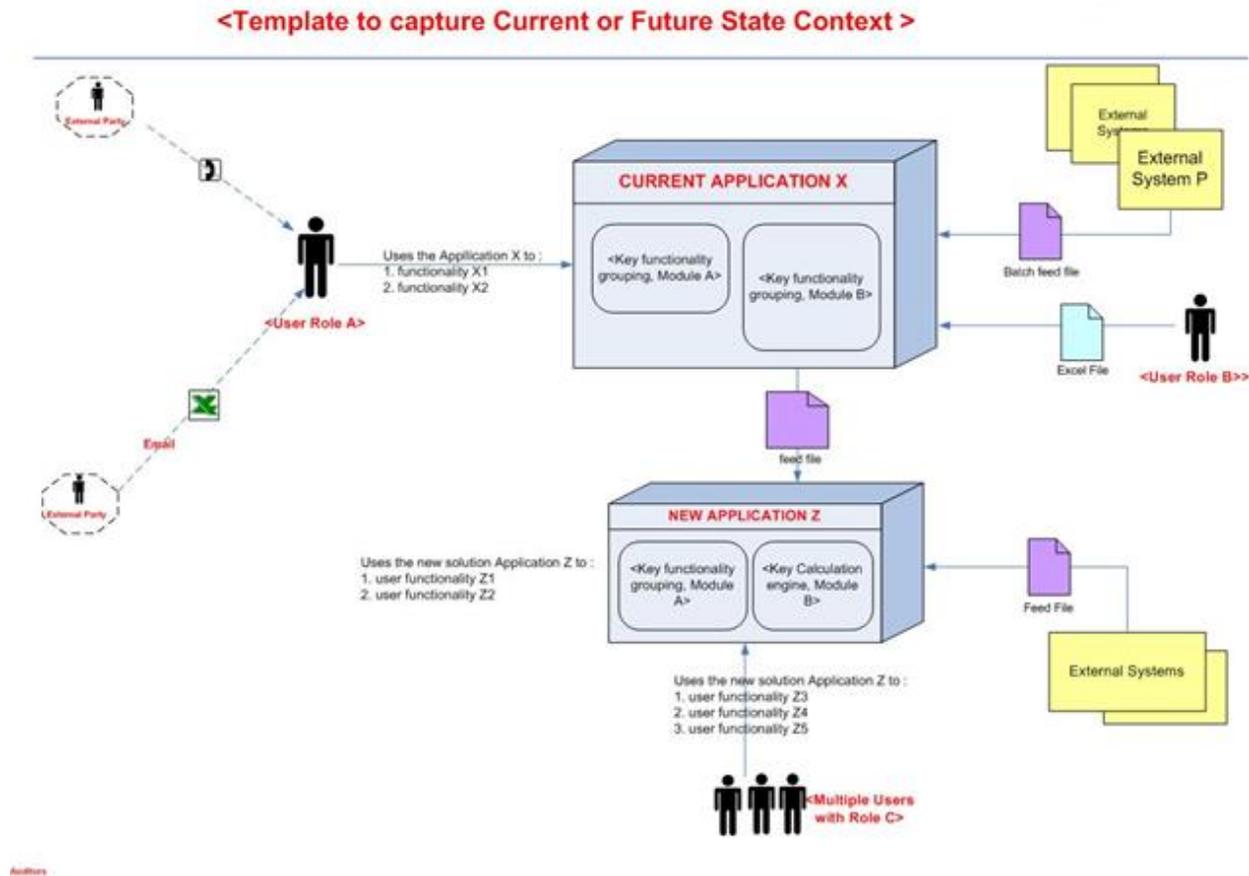
<Include current state context diagram and any clarification that is required.>

Ensure that all systems that have interaction with the project scope are included on the diagram.

Interface library tool can be used for the impact analysis. It lists all cross-system interfaces, their details and contact information.

Application and interface inventory can be located on the Architecture Office team site: [Client link]

<See an example on the next page:>







3. REQUIREMENTS GATHERING SCOPE

3.1 IN SCOPE

<List features, functions, business processes, IT systems, and other technology that will likely be affected by the project and was analysed as part of the detailed requirements gathering activities.>

Ensure that every system and user role identified within current state Context diagram above is listed as either In or Out of scope and relevant stakeholders are identified and contacted as part of stakeholder analysis.>

3.2 OUT OF SCOPE

<List features, functions, business processes, IT systems and other technology components excluded from detailed requirements gathering activities.>

4. INTERDEPENDENCIES

4.1 DEPENDENCIES

<Identify any deliverables from other projects or associated requirements that are crucial to the requirements documentation task.>

4.2 ASSUMPTIONS

<Identify key assumptions that may affect the completeness of the requirements.>

4.3 CONSTRAINTS

<Identify constraints that may affect the project's requirements and requirements gathering and documentation activities. E.g. Legal Constraints, Regulatory Requirements, Policy etc.>

4.4 REQUIREMENTS RISKS

<Identify key risks that may affect the completeness of the requirements documentation task.>

5. BUSINESS PROCESS REQUIREMENTS

<This section should provide process maps for all business processes identified as ‘in scope’ in section 3.1 above. Level of details required for business process map should be determine at the stage of Business Analysis Approach planning (phase 1 of Business Process Centric Approach to Requirements Gathering).>



5.1 AS IS PROCESS MAPS

5.1.1 X PROCESS

<Insert images of all as-is process maps and all their explanation pages. Use ICRP notation to create the maps:

5.2 TO BE PROCESS MAPS

5.2.1 X PROCESS

<Insert images of all to-be process maps and all their explanation pages. Use ICRP notation to create the maps:

5.3 IMPACT OF PROPOSED CHANGES ON BUSINESS SERVICES AND PROCESSES

<Summarize the impact of changes to the business in the table below: ensure every map change from 'as-Is' to 'to-be' has a corresponding line in the table below.>

<The section can be complemented with the deliverables from the process centric approach, e.g. list of pain points and opportunities traced to the future process step.>

As Is Process #	New / Changed	To Be Process Step #	Current Functionality (If Applicable)	Desired Functionality	Process Owner or Stakeholder	Traceability (Enter Requirement #)
1.9	Removed	n/a	Legacy meters recording only gas flow volume	The step is removed in the new process once the old meters are decommissioned as all meters will be ultrasonic and process for ultrasonic meters is documented in steps 1.10-1.12	[Name]	BRD-016
n/a	New	1.11	n/a	Using Business Rules to verify imported gas flow transactions prompt Chief Operator of suspicious transactions to streamline data verification process	[Name]	BRD-020
2.9	Changed	2.9	Audit Trail is manual in case information is provided by the Chief Operator	Audit Trail is automatically created for any data adjustment	[Name]	BRD-003
n/a	New	3.5	n/a	Audit Trail is automatically created for any data modification	[Name]	BRD-003
n/a	New	4.15	Manual process to	Automatic File retrieval by	[Name]	BRD-007



As Is Process #	New / Changed	To Be Process Step #	Current Functionality (If Applicable)	Desired Functionality	Process Owner or Stakeholder	Traceability (Enter Requirement #)
4.3	Changed	4.3	retrieve TCPL data file After file is received by email, import of Union Custody data is initiated manually by System Administrator	SODA Sonic system After file is received by email, it will be placed at agreed upon location within [Client] network and import of Union Custody data will be initiated by SODA system automatically.	[Name]	BRD-008
n/a	New	4.15	n/a	Audit Trail is automatically created for any data adjustment	[Name]	BRD-003
5.11	Changed	5.11	Month-end reporting process not related to data lock down process	Month-end reporting process should be associated with Data Lock down process to ensure data stability	[Name]	n/a



6. REQUIREMENTS

6.1 BUSINESS REQUIREMENTS

6.1.1 FUNCTIONAL REQUIREMENTS

Req ID*	Category	Name*	Description*	Priority*	Owner	Matching Process Steps	Linking Req. #	Business Rule #
<e.g. BRQ-001>	<Use this column to logically group requirements. For Example, use 'Administration', 'Presentation', 'Audit' categories>	<Short name for the requirement. This will be visible in QC lists.>	<Detailed definition of the requirement and any additional clarification needed.>	<1- low; 2 – medium; 3 - high>	<Name contact person to validate changes to the requirement with>	<List all process steps the requirement is applicable to within 'to-be' process maps>	<List all requirement IDs that are impacted by this requirement implementation. For example: list any requirements that will need to be removed from scope if this requirement is considered out of scope>	<List all business rules that are relevant to this requirement>
R.326	Work Requests	Ability to associate a Work Request with an asset	System should provide the ability to indicate that work request was performed on a particular asset	3-high		4.1.21, 4.2.1.1, 4.2.1.19		
R.328	Administrative	Ability to define follow up process based on work completion result	System should provide means to configure behavior based on work request completion code, e.g. next step of the workflow can be either close complete work or submit for further	3-high		4.2.1.11, 4.2.1.16		



Req ID*	Category	Name*	Description*	Priority*	Owner	Matching Process Steps	Linking Req. #	Business Rule #
			investigation by another group if partially complete.					



6.1.2 NON-FUNCTIONAL REQUIREMENTS

Req ID*	Category	Name*	Description*	Priority*	Owner	Matching Process Steps	Linking Req. #	Business Rule #
<continue numbering from the previous table>	<pick from the list above.>	<Short name for the requirement. This will be visible in QC lists.>	<Detailed definition of the requirement and any additional clarification needed.>	<1- low; 2 – medium; 3 - high>	<Name contact person to validate changes to the requirement with>	<List all process steps the requirement is applicable to within ‘to-be’ process maps>	<List all requirement IDs that are impacted by this requirement implementation. For example: list any requirements that will need to be removed from scope if this requirement is considered out of scope>	<List all business rules that are relevant to this requirement>
R.400	Usability	Use with hand protection	System should allow to be used while wearing hand protection equipment (gloves).	3- high				



6.2 BUSINESS RULES

Business Rule ID	Business Rule Name	Description	Owner	Process Steps	Linking Req. #	Linked Business Rule #
<e.g. BR-7.01>	<Short name for the business rule.>	<Detailed definition of the business rule and any additional clarification needed.>	<Name contact person to validate changes to the business rule with>	<List all process steps the requirement is applicable to within 'to-be' process maps>	<List all requirement IDs that are impacted by this business rule implementation.>	<List all business rules that are relevant to this business rule>
BR-01	Gas Day	Gas day starts and ends at 10 am gas time (ignoring daylight savings time).				
BR-03	Negligible amount of gas for a gas flow transaction	Negligible amount of gas for a gas flow transaction is 10^3m^3				



6.3 DATA DEFINITIONS

<Insert a semantic ERD diagram here.>

6.4 REPORTING REQUIREMENTS

<List reports required and their high level purpose>

Report ID	Report Name	Description	Recipient(s)	Generation Method	Frequency
<e.g. R1>	<Provide Report name>	<Include purpose of the report and describe high-level content/ format>	<List everyone/every role that will be using the report>	<on demand/automated>	<daily/ monthly/ ...>



APPENDIX B – GLOSSARY

Term	Definition
Authentication	Describes the verification of the identity of a person or process.
Authorization	Refers to the granting of specific types of service to a user, based on their authentication.
Data Integrity	Describes the measures to ensure that (1) information in storage is modified only by authorized mechanisms and (2) information being transmitted arrives at its destination without modification.
Non repudiation	Describes the recipient of a message must have a high level of confidence in the identity of the sender. Nor should the sender be able to deny sending the message.
Data confidentiality	Was classified using the Information Classification section of the [Client] Guidelines for Developing Application System Security (the Information Classification document.)



APPENDIX C - SUPPORTING DOCUMENTS

<List any external documentation that would be related>

#	Document	Description	Relation to Requirement
1	Execution SOW	Project Execution SOW	Outlines project scope, goals and timelines

