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|  |  | PMLC  Project Management Life Cycle |

**The George Washington University**

**[Project Name]**

**Business Requirements Document**

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| --- | --- |
| **Prepared By:** | [Name(s) of Preparer(s)] |
| **Version:** | [Version Number #.#] |
| **Date:** | [Date] |
| **Project Owner:** | [Name & Title of Project Owner] [Department] |
| **Project Manager:** | [Name of Project Manager] [Department] [Contact Information] |

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| --- | --- |
| **Status:** | **Draft** |
|  | **Routing for Document Approval** |
|  | **Approved** |
|  | **Unapproved** |

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# Revision History

| **Version Number** | **Date** | **Author** | **Notes** |
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\*Begin revision history after first, non-draft release.

***Purpose / Instructions:*** *The purpose of this document is to detail the business requirements in a sufficient manner for design and development of the chartered solution.* ***This document is merely a guide. Specific projects may warrant a different approach to documenting requirements.*** *However, it is important that the business requirements be detailed enough to not only implement the change, but to also test that each of the business requirements have been met. The instructions in this document are the italicized paragraphs and are meant to be deleted once they are no longer needed.*

# Project Summary

*<Provide a brief overview of the project for which this document details business requirements.>*

# Solution Functionality Requirements

*<Describe WHAT the end users expect as a result of the solution. Be as specific as possible and break the requirements down into single actionable line items. However, you don’t necessarily need to detail HOW, as that is determined during the Analysis, Design & Development phase as a result of the Business Requirements .>*

## [Type Functional Sub Group #1 Here]

### [Type First Requirement Here]

### [Type Second Requirement Here]

## [Type Functional Sub Group #2 Here]

### [Type First Requirement Here]

### [Type Second Requirement Here]

# Reporting & Notification

*<Describe in detail the type of reporting expected from the solution. Also describe any notifications required of the solution.*

## [Type Report Group #1 Here]

### [Type First Report Requirement Here]

### [Type Second Report Requirement Here]

## [Type Report or Notification Group #2 Here]

### [Type First Report Requirement Here]

### [Type Second Report Requirement Here]

# System Requirements

## Hardware

## Software

## Availability & Performance

## Maintenance & Support

## Security & Access

# Process Flows

## Existing Process Flow

*<Document the process flow as it is currently, if this will help provide clarity for the planned process flow.>*

## Planned Process Flow

*<Document the planned process flow at a high level to provide a clear overview of the expected state after the project is implemented.>*

# Approval

By signing, the individuals listed below have approved these business requirements. Any subsequent modifications to these requirements should follow a change management process.

|  |  |  |
| --- | --- | --- |
| Name: |  | Name: |
| Title: |  | Title: |
| Role: Project Owner |  | Role: Functional Project Lead |
| Date: |  | Date: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Name: |  | Name: |
| Title: |  | Title: |
| Role: Functional Project Lead |  | Role: Functional Project Lead |
| Date |  | Date: |
|  |

*<For an approval received via electronic means, such as email, please indicate by placing “Electronic Approval” on the approval line. Please then place a copy of the electronic approval in the same project file folder where the approved version of this document is stored.>*

# Appendix A – Related Documents

*Link or referenced location of the Project Request Form / Idea Summary, Project Proposal, Project Charter and any other related documentation.*

| **File Name** | **Document Owner** | **Document Location or Link** |
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# Appendix B – Glossary

*List any acronyms or terms which were used in the document and their meaning/definition.*

| **Term / Acronym** | **Definition** |
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