

Project Name

Business Requirements  
Presentation to <Business Units>

Presented by <Your Name, Title>  
Date

CONFIDENTIAL

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# Why Business Requirements are Critically Important

## Purpose:

- ❑ Business Requirements are the “key” to a successful project.
- ❑ Business Requirements are *what* must be delivered to provide value.
- ❑ The business requirements define the general business and different levels of requirements, including the business, end user requirements, problems or issues, project information, process information, training, and documentation requirements.
- ❑ The most common objectives of the Business Requirements are to:
  - Gain acceptance of these requirements from all stakeholders.
  - Provide a foundation to communicate how the solution will satisfy the customer’s business needs.
  - Provide input to the next phase of the project.
  - Describe, in both an overall perspective and through functional requirements, how the customer’s needs will be met by the solution.
- ❑ The Business Requirements can be perceived as the most important document within the Software Development Life Cycle (SDLC) process, as unless it is clearly defined in easily understood business terms, major project schedule and budget slippages will often occur in dramatic fashion.

# Project Information

Project Background

Project Description

Project Approach

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# Goals, Objectives and Scope

## Goals of Project

The goals of the <project name> are to:

- <list goals – examples: reduce costs, increase revenue, streamline process, etc.>.

## Objectives/Scope of Project

The objectives of the <project name> are:

ID	Deliverable Description	Included / Excluded

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# Project Stakeholders

Name	Department	Role

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# Assumptions, Dependencies and Constraints

Assumptions

Dependencies

Constraints

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# Project Costs

Cost Item	Project Cost		Annual Maintenance / Admin / Support Costs	
	Capital	Expense	Capital	Expense
<i>Project Management</i>		\$100,000		\$25,000
<i>Planning Costs</i>		\$42,000		\$12,000
<i>Development Costs</i>	\$234,000		\$54,000	
<i>Post-Development Costs</i>	\$34,000		\$23,000	
<i>Hardware / Communication &amp; Maintenance</i>	\$2,357,000		\$65,000	
<i>Software Licenses &amp; Maintenance</i>	\$153,000		\$34,000	
<i>Project Documentation</i>		\$100,00		\$20,000
<i>Other (Travel, Supplies, etc.)</i>		\$24,000		\$12,000
<b>SUBTOTAL</b>	\$2,778,000	\$266,000	\$176,000	\$69,000
<b>Risk / Contingency Costs (15%)</b>	\$416,000	\$17,500	\$26,500	\$7,500
<b>GRAND TOTAL</b>	\$3,194,000	\$283,500	\$202,500	\$76,500

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# Milestone Delivery Dates

Milestone / Deliverable	Target Date

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# Current & Future Process Flows

Current Process Flow

Future Process Flow

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# System Interfaces

Includes information about the systems or applications with which the solution must interface.

Software, Hardware & Communications

Data, Formats & Messages

Performance Criteria and Capacity

Security Design and Considerations

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# Other Requirements

Includes information about other requirements that can cover products, organizations, systems (e.g., performance, operations) and external requirements (e.g., security).

Requirement	Description
<i>Audience</i>	<i>Who are the users of the system or application?</i>
<i>Security</i>	<i>Information about the standard or unique security system.</i>
<i>Volume and Performance Metrics</i>	<i>System or application performance, e.g., database records or transactions to be processed with a certain time frame.</i>
<i>Capacity and Scalability</i>	<i>Capacity and growth issues or concerns that will be met over time.</i>
<i>Support Considerations</i>	<i>Who will support it, hardware / software to support it, etc.?</i>
<i>Auditing</i>	<i>System or application audit requirements or constraints.</i>
<i>Design Constraints</i>	<i>Software languages, development tools, architectural and design constraints.</i>
<i>Output</i>	<i>Indicate reports, files or other exports.</i>
<i>Data Retention Policy</i>	<i>How long will the data be retained?</i>
<i>Legal or Regulatory</i>	<i>Any legal or regulatory requirements that can impact the system or application.</i>

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