**Purpose of the Document**

Define the requester’s view of a need or problem to be resolved. Define what is to be achieved, not how to achieve it. Assess risks and the impact on the division/college/campus.

***Template Instructions***

*Note that the information in italics contains guidelines for creation of the document sections. To adopt this template for project use, delete all italicized instructions and modify as appropriate.*

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# Business Requirements

## Purpose

*Provide a brief, summarized description of the purpose of the solution, process or enhancement being proposed.*

## Problem Definition

*Briefly summarize the problem or opportunity you propose to address. Write this in terms of the organizational problem being addressed, not in terms of the solution needed.*

*Include related exhibits in the Appendices, such as copies of forms or reports, print screens being used, policies that apply, etc.*

## Objectives

*Objectives are specific, measurable, and timed outcomes of the project that are stated in terms of the problem solutions or opportunities users will experience. What are the objectives set forth for this project?*

Objective #1

*As a result of this project ……*

### Objective #2

*As a result of this project ……*

# Mandatory Requirements

*List and describe all mandatory requirements. These are results that are necessary to meet the objectives, without which the project will not succeed.*

*Include any legal, maintenance, support and documentation and training requirements.*

*Examples:*

*Interface Requirements*

*Process Requirements*

*Workflow Requirements*

*Reporting Requirements*

## Mandatory Requirement #1

*Descriptive Title:*

*Description Narrative: Description of requirement*

## Mandatory Requirement #2

# Optional Requirements of the System/Process/Workflow

*List and describe requirements that provide desirable results or features to be implemented if feasible, but which are not essential to success of the project.*

## Optional Requirement #1

## Optional Requirement #2

# Constraints

*Identify and list possible constraints on implementing the requirements, such as legal requirements, infrastructure issues, etc.*

# Assumptions

*Identify and list assumptions related to the requirements and the project.*

# Out of Scope

*Identify out of scope requirements or any exclusions that constrain the approach to satisfying the mandatory requirements.*

# Issues to be Resolved

*List known and possible issues that pertain to the project.*

# Impact Statement

*Discuss the impact that implementation of the specified requirements will have on existing business processes, workflows, other applications and systems.*

# Risk Statement

*List and describe any risks pertaining to the risk of implementing these requirements, and/or the risk of not implementing them, and the impact to users if the changes fail to implement properly.*

# Appendix

*Attach supporting documents as needed.*