

APPENDIX O



Business Requirements Document (BRD)

Title of Implementation Phase

Prepared by: _____

Module: _____

Workgroup: _____

Version # (1.0, 1.1, etc.): _____

Date: _____

Last Revision Date: _____

Business Requirements Document (BRD)

1.0 Summary / Background - Brief Summary or description of the Implementation Phase

2.0 Requirements Specification

2.1 **Process Flow** - Describe the process flow to be used.

2.2 **Business Requirements** - State the business requirements in business terms.

3.0 **Assumptions:** Any assumptions used when writing the requirements.

4.0 **Open Issues:** Any issues that remain open. Include Target date for completion.

Open Issue	Assigned To	Target Completion Date	Actual Completion Date	Resolution

5.0 Summary of BRD Document Changes Detail:

Document Version Number	Date	Author	Detailed Description of Change
1.0			Original Document

6.0 **Testing Scenarios:**

7.0 **Operational Impacts:**

8.0 Security Assessment:

9.0 Module Management signoff:

I agree that the business requirements documented are correct and complete.

Name

Title

Date