*Business Requirements Document*

[Enter Department]

[Enter Project Description]

Budget Required: € [000,000]

Department Budget 2023: € [000,000]

BRD in/outside Budget: Yes/No

Project Start Date:

Project End Date:

|  |  |  |
| --- | --- | --- |
| **Capital Expenditure** |[ ]  **Operational Expenditure** |[ ]  *[Check relevant box]*  |

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| --- | --- | --- | --- |
| Version | Last Updated | Updated by | Key Changes |
| 1.0 |  |  | **For Finance Dept Administration Use Only** |
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# Business Problem to be solved

Issues which have been noted due to the lack of consistent approach and training:

1. Item 1
2. Item 2
3. Item 3.

# Benefits and Key Success Metrics

* Benefit 1
* Benefit 2

# Scope

* **In scope**: an end-to-end solution for.
	+ Description
	+ Description
* **Out of scope:**
	+ Description.

# As Is Business Model

# Business Requirements

Phase 1

Phase 2

# Business Priority

# Project Team

# Issues and Risks Identified

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issue / Risk | Impact | Proposed Mitigation | Owner | Due Date | Status |
|  |  |  |  |  | In Progress |
|  |  |  |  |  | Complete |

# Assumptions / Dependencies

* The scope of this project is ……. Other Business Units may leverage elements of the solution.
* Compliance and Finance will be part of the extended team and will provide feedback and approval of proposed changes.

# Budget

Budget Attached – Appendix A/No budget has been provided pending feedback from IT re what can be accommodated through the support team using the existing tool.

# Approval and Sign-off

|  |  |
| --- | --- |
| **Name:** |  |
|  |  |
| **Position:** |  |
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|  |  |
| **Signature:** |  |
|  |  |
| **Date:** |  |
|  |  |
| **Manager Name:** |  |
|  |  |
| **Position:** |  |
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|  |  |
| **Signature:** |  |
|  |  |
| **Date:** |  |

*Following approval of this document any significant changes impacting scope or budget will be handled through the Change Management process to ensure appropriate reviews and approvals are obtained and documented.*

# Appendices [merge documents when submitting for approval]

# Appendix A:

* A
* B
* C

# Appendix B:

* A
* B
* C
* D

# Appendix C:

* A
* B
* C
* D

# Appendix D: