Business Requirements Document (BRD)

***Project Name:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Revision:*** \_\_\_\_\_ (consider if you need revision history here or use Microsfot change tracking)

***Date:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Prepared by:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 1. Executive Summary

[Provide a high-level summary of the business need and the integration goal.]

# 2. Business Objective

[What is the primary outcome the business wants to achieve?]

# 3. Scope

[Define what is in scope and out of scope for this project.]

# 4. Stakeholders & Systems

[List the key people and systems involved.]

# 5. Requirements & Constraints

[List key rules, limitations, and must-haves.]

# 6. Success Criteria

[How will the business know this project was successful?]

# 7. Assumptions & Dependencies

[List any assumptions or conditions that must be true.]