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Components of a business requirements document

BRDs can vary from industry to industry in terms of structure and addenda, and they tend to share the same foundational components.

- **Project overview:** The project overview, often written once the full BRD is complete, provides a description of the project's vision, objectives and context.
- **Factors for success:** The objectives describe what needs to happen for the project to be successful.
- **Scope of project:** The project scope explains what is a part of the project and what is not a part of the project.
- **Stakeholder information:** This section lists all contact information for all involved stakeholders.
- **Project requirements:** Include a list of all the necessary resources to complete the project.
- **Project constraints and assumptions:** Describe any potential limiting factors to the project.
- **Financial statements:** The financial statements provide information on both funding the project and potential revenue after its completion.
- **Timeline:** Include a timeline and schedule for the project.
- **Personnel needs:** This describes any hiring needs and associated resources.
- **Cost and benefit:** This section provides a clear breakdown of all the project costs and a cost-benefit analysis for the project.

Business requirements document template

Business requirements documents are lengthy and include a substantial amount of information. Use this section template to help you organize your BRD and ensure you've included all the necessary elements.



[Company Logo Delete or Replace]

SUMMARY STATEMENT

[Summarize the project and expected outcomes.]

PROJECT OBJECTIVE

[Explain why the project is necessary.]

PROJECT SCOPE

[Explain the scope of the project.]

SUCCESS FACTORS

[List the necessary factors for project success.]

STAKEHOLDERS

[Provide a list of all project stakeholders.]

FINANCIAL STATEMENTS

[Provide financial statements related to the project].

PROJECT REQUIREMENTS

[List the necessary elements to complete the project.]

CONSTRAINTS AND ASSUMPTIONS

[List potential challenges and assumptions about the project.]

PERSONNEL NEEDS

[List any additional personnel needs.]

TIMELINE

[Provide a timeline for all phases of the project.]

COST AND BENEFIT

[Provide the total projected cost of the project and the cost-benefit analysis.]

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