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Business Requirements Specification

[Project name]

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Document History

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**Project Stage Review**

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| Project Info |
| BRS No. |  |
| Business |  |
| BID |  |
| New Project [ ]  Enhancement to Existing Application [ ]  |

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| Project Documentation |  |  |  |
| Document Type | Document Name | Reviewed | Signed Off |
| **Functional Specification** |  |  |  |
| **Technical Specification** |  |  |  |
| **SIT** |  |  |  |
| **UAT** |  |  |  |
| **User Manuel** |  |  |  |

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# INTRODUCTION

## Purpose

The intent of this document is to define the business needs and expectations, emphasizing on “what” the business requires.

## Business Need

## Key Driving Dates

*Key driving dates and when the solution must be delivered*

## Stakeholders

|  |  |
| --- | --- |
| **Requestor** |  |
| **Senior Manager/ Executive (Sponsor)** |  |
| **Business Project Manager** |  |
| **Process Owner** |  |
| **Subject Matter Expert** |  |
| **Users** |  |
| **Consumers** |  |
|  |  |

## High Level Information Flow

## High Level business process model

# Requirements

The application is expected to do the following

## BR 1

|  |  |
| --- | --- |
| *Number* | *Requirements* |
| BR 1.1 |  |
| BR 1.2 |  |
| BR 1.3 |  |
| BR 1.4 |  |

## BR2

|  |  |
| --- | --- |
| *Number* | *Requirements* |
| BR 2.1 |  |
| BR 2.2 |  |
| BR 2.3 |  |
| BR 2.4 |  |

## BR3

|  |  |
| --- | --- |
| *Number* | *Requirements* |
| BR 3.1 |  |
| BR 3.2 |  |
| BR 3.3 |  |
| BR 3.4 |  |
| BR 3.5 |  |

## BR4

|  |  |
| --- | --- |
| *Number* | *Requirements* |
| BR 4.1 |  |
| BR 4.2 |  |
| BR 4.3 |  |
| BR 4.4 |  |
| BR 4.5 |  |

# Use case description (if applicable)

## Use Case 1

## Use Case 2

# Operational Requirements (only applicable to new projects)

*The Operational Requirements provide detail to the Business Requirements. This section shall state the operational requirements – functional requirements, data, and non-functional requirements.*

*The following sub-sections shall be included:*

## Functional Requirements

*< This sub-section shall define the required system functions, modes of operation, and behavior. It should address the following:*

* *Functions required. Information on the process or existing manual system should be included here, if not covered adequately elsewhere.*
* *Calculations, including all critical algorithms.*
* *Modes of operation (e.g. start-up, shutdown, test, fallback).*
* *Timing requirements. These should be quantitative and unambiguous*

*Example>*

### Area grouping (e.g. Risk Management)

|  |  |  |
| --- | --- | --- |
| *Number* | *Use Case #* | *Requirements* |
| *FR 1* |  |  |
| *FR 2* |  |  |

### Area grouping (e.g. Risk Register)

|  |  |  |
| --- | --- | --- |
| *Number* | *Use Case #* | *Requirements* |
| *FR 3* |  |  |
| *FR 4* |  |  |

## Non -Functional Requirements

### Security Requirements

*<From the perspective of the business user, describe the user security requirements of the system. Include known user roles and their associated security authorizations. Refer to any external policies or regulations containing security issues that affect the system.>*

### Performance Requirements

#### Availability Requirements

*From the perspective of the business user, document the expected availability of the system, such as hours of operation and expected uptime requirements.*

#### Responsiveness Requirements

*From the perspective of the business user, document the expected responsiveness of the system, such as online response times and report deadlines.*

#### Reliability Requirements

*From the perspective of the business user, document the expected reliability of the system, such as acceptable time the system could be unavailable before the business functions supported would be impacted. This is especially important in planning business continuity or levels of disaster recovery.*

#### Capacity Requirements

*From the perspective of the business user, document the expected and maximum volumes the system must be able to accommodate. Examples include number of concurrent users and transactions per time period. If there are different types of users, provide usage volume for each user type.*

#### Scalability Requirements

*From the perspective of the business user, document the expected increase in the usage of the system over time.*

#### Disaster Recovery & Business Continuity Requirements

*From the perspective of the business user, document the requirements for operation of the system in the event of a disaster. This can be obtained from the Business Continuity Plan.*

*Dependent on solution*

## Integration Requirements

*<This sub-section shall define any system interfaces>*

## Operating Environment

*<Describe the environment in which the system will be used and define the major availability, reliability, performance, and integrity requirements. This information will significantly influence the definition of the system’s architecture. Consider questions such as:*

Are the users widely distributed geographically or located close to each other? How many time zones are they in?

When do the users in various locations need to access the system?

Where is the data generated and used? How far apart are these locations? Does the data from multiple locations need to be combined?

Are specific maximum response times known for accessing data that might be stored remotely?

Can the users tolerate service interruptions or is continuous access to the system critical for the operation of their business?

What access security controls and data protection requirements are needed?>

## Data Requirements

*This sub-section shall state the data handling requirements. It should address the following:*

* *Definition of the data, including identification of critical parameters, valid data ranges and limits*
* *Capacity requirements*
* *Access speed requirements*
* *Archive requirements*

# SCOPE

## Scope and Limitations

*<The project scope defines the concept and range of the proposed solution. It’s also important to define what will not be included in the product. Clarifying the scope and limitations helps to establish realistic expectations of the many stakeholders. It also provides a reference frame against which proposed features and requirements changes can be evaluated. Proposed requirements that are out of scope for the envisioned product must be rejected, unless they are so beneficial that the scope should be enlarged to accommodate them (with accompanying changes in budget, schedule, and/or resources).>*

### Scope of Initial Release

*<Describe the intended major features that will be included in the initial release of the product. Consider the benefits the product is intended to bring to the various customer communities, and generally describe the product features and quality characteristics that will enable it to provide those benefits. Avoid the temptation to include every possible feature that any potential customer category might conceivably want some day. Focus on those features and product characteristics that will provide the most value, at the most acceptable development cost, to the broadest community.>*

### Scope of Subsequent Releases

*<If a staged evolution of the product is envisioned over time, indicate which major features will be deferred to later releases.>*

## Limitations and Exclusions

*<Identify any product features or characteristics that a stakeholder might anticipate, but which are not planned to be included in the new product.>*

# Glossary

*<Define all the terms necessary to properly interpret the specification document, including acronyms and abbreviations. >*

# References

*<List all the documents referenced in the specification document. Please use the Bibliography feature in MS Word>*

# DOCUMENT SIGN-OFF

|  |
| --- |
| **Business Requirement Specification Sign-off** |
| **AUTHORISATION** |
| **AUTHORISOR** | **NAME** | **SIGNATURE** | **DATE** |
| **Business Owner:** |  |  |  |
| **Business Manager:** |  |  |  |
| **Sebrus Responsible Manager:** |  |  |  |