# ***Instructions:*** *The business requirements describe the characteristics of the product, service or result that the project is undertaken to create. This document can be used to further clarify the contents of the charter and elaborate on the details of the scope items. Enumerate a list of all major deliverables here in terms of business function and outcomes of business function, as well as any other detailed project information available.*

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| --- | --- |
| **Business Requirements** | |
| **Project Name** |  |
| **Project Purpose** |  |
| **Business Objectives** |  |
| **In Scope** |  |
| **Out of Scope** |  |
| **Reference Materials** |  |
| **Current State** | **What is the current organizational state?** |
| **Which business processes are being impacted?** |
| **What systems are involved?** |
| **Future State** | **What is the future organizational state?** |
| **How will business processes be impacted?** |
| **What systems are being affected?** |
| **Requirements Details** | |
| **Requirement 1** | **Title:** |
| **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints:** |
| **Requirement 2** | **Title:** |
|  | **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints:** |
| **Requirement 3** | **Title:** |
| **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints:** |
| **Requirement 4** | **Title:** |
| **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints**: |
| **Requirement 5** | **Title:** |
| **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints:** |
| **Requirement 6** | **Title:** |
| **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints:** |
| **Requirement 7** | **Title:** |
| **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints**: |
| **Requirement 8** | **Title:** |
| **Description:** |
| **Priority**: |
| **Owner**: |
| **Assumptions and Constraints:** |