

Business Requirements Document (BRD) is a formal document that outlines the business requirements for a project or system, providing a clear understanding of what needs to be achieved from a business perspective.

Purpose of a BRD:

- o **Clarity and Alignment:** It ensures all stakeholders, including business owners, project managers, and technical teams, are aligned on project objectives. The BRD ensures all stakeholders have a shared understanding of the goals and expectations, helping to prevent scope creep and misalignment later in the project.

Key Components of a BRD:

- o **Executive Summary:** A high-level overview of the project, its goals, and its alignment with business objectives.
- o **Business Process Diagrams:** Visual representations of existing business processes and workflows that the project will impact or improve.
- o **Stakeholder List:** Identifies all individuals, teams, or organizations involved in or impacted by the project.
- o **Non-Functional Requirements:** Describes performance, security, and other quality attributes that the system must meet, such as scalability or usability.