**BUSINESS REQUIREMENTS DOCUMENT**

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**Revision History**

This section records the change history of this document.

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| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
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**Business Process Flow / Overview**

This section shows the current and proposed business process diagrams. The current business process flow diagram describes the current process accurately, including any flaws that exist in today's process that will be repaired by the proposed process. The proposed business flow diagram describes the proposed process accurately.

## **Dependencies**

Certain business dependencies exist that may affect the project team's ability to implement the project. These dependencies are listed below so that they can be communicated and addressed. The items listed here can affect the success of the project so they should be addressed as quickly as possible.

## **Current Business Flow Diagram**

## **Proposed Business Flow Diagram**

# **Information Flow**

The information in the current business system flows from one place to another with a certain context. The context of the information flow is defined by the following diagrams. The first diagram displays the context of the current system. The second diagram displays the context of the proposed system. These diagrams are a representation of how information flows from external entities to the current and proposed system.

## **Current System Context Diagram**

## **Proposed System Context Diagram**

# **Business Requirements**

The business requirements describe the needs of the business. The following types of requirements must be defined fully here:

* Security Requirements — Define the security measures that must apply to this product as defined by the business unit and the Security Policies and Procedures Guide.
* Performance Requirements — Define the performance necessary in the product from a business perspective.
* Availability Requirements — Define the timeframes during which the product must be available to meet the needs of the business.
* User Requirements –Define exactly what the business wants the finished product to look and function like.

## **Security Requirements**

The following security requirements must be present in the final product:

## **Performance Requirements**

The following general performance requirements must be present in the final product. More stringent performance requirements may be placed upon the product in the Functional Design Specification or in the Technical Design Specifications. These documents may not reduce the performance requirements:

## **Availability Requirements**

The final product must be available to the users during . Any time the system must be brought down during these times, users will be notified with [number of hours] of advanced notice. If a problem occurs that brings down the system without warning, the users will be notified as soon as possible. Whenever availability is interrupted, a notice will be sent when the system is again available.

* [Insert availability requirement here.]

**User Requirements**

The requirements must be defined as traceable throughout the development Life Cycle. Technical solutions should be avoided here; solutions do not come into play until the Design Phase of the project. In the attached Requirements Traceability Matrix, the language should be written at the level that the User would understand.

**Requirements Tracability Matrix**

Use this embedded document to begin tracking your requirements.

# **System Requirements and Processing Rules**

Each system has a set of system requirements and processing rules that define the needs of the business and the rules that define how the system should work. This section defines those requirements.

## **Technical Services Impact Statement**

This section describes the needs of this new system and the impact it will have on the technical infrastructure of ATC. The following infrastructure needs are addressed:

1. System environment
2. Network
3. Backup and recovery
4. Storage capacity
5. Telecommunications bandwidth

### System Environment Needs

This new system needs a specific hardware and software environment. The following environment is required to support this system: This will assist to establish the preliminary architecture based on general questions about the customer needs. This preliminary information will be converted into accurate dollar figures.

#### Questions

Is this a new system or an upgrade of an existing system?

How many users does the business expect for the proposed system?

How many do you expect to be on the system concurrently?

How many are in Domestic Field Offices?

How many are in International Field Offices?

Do you expect the system to require feeds from outside of the ATC Network?

Do you expect the system to require feeds from inside of the ATC Network?

Do ATC Partners need to access the system?

Do you need a new server for development?

Do you need a new server for testing or staging?

Does the system have an E-mail dependency?

Is this system's server replacing an existing server?

Server being replaced:

If no, are you acquiring a new server?

Does this system require a dedicated server for Production?

### Network Needs

This new system has specific needs in terms of network connections, bandwidth, and general network environment. The following network attributes are required to support this system:

### Backup and Recovery Needs

Backup and recovery services are provided by the Data Center staff. This section describes the backup needs for this system.

What level of backups does the system need?

### Storage Capacity Needs

This system has certain storage needs in order to continue to function. These needs are outlined in the section below:

| Device Name or Type | Initial Storage Estimate | Growth Rate Estimate |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| … | … | … |

### 

### Telecommunications Load

This system will place a certain load on the telecommunication systems at ATC. This section describes the parameters that contribute to the telecommunications load:

| Department/Location | Est. No. of Users | Est. Rate of Use | Online? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| … | … | … | … |

# **Solution Alternatives/ Preliminary architecture diagram**

This section describes each of the solutions that are under consideration for this system. These solutions each have benefits and drawbacks outlined here:

### Solution #1:

### Solution #2:

# **Budget and Resource Estimates**

The appropriate estimates for project costs and project planning are listed below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Information Systems | | | Business | | |
|  |  |  |  |  |  |  |
| **Software** | **Exp $** | **Cap $** | **Hours** | **Exp $** | **Cap $** | **Hours** |
| **Hardware** | 0.00 | 0.00 | — | 0.00 | 0.00 | — |
| **Personnel Resources** | 0.00 | 0.00 | — | 0.00 | 0.00 | — |
| **Consultants/Contractors** | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0 |
| **Support Resources** | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0 |
| **Maintenance Contracts** | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0 |
| **Miscellaneous** | 0.00 | — | — | 0.00 | — | — |
| **Total** | 0.00 | — | — | 0.00 | — | — |
|  | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0 |
| Dollar figures in **thousands of dollars** for estimated life of product. | | | | | | |

# 

# **Glossary**

The terms in this glossary are business or project-specific terms that might cause confusion. If you have difficulty with any term in the project documentation, consult this glossary for clarification:

# **Approvals**

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Business Analyst

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Project Manager

# **Inspection Checklist for Software Requirements**

The following checklist should be completed after the initial requirements document is completed but before it is presented to the developers:

## **Organization and Completeness**

* Are all internal cross-references to other requirements correct?

1. Are all requirements written at a consistent and appropriate level of detail?
2. Do the requirements provide an adequate basis for design?
3. Is the implementation priority of each requirement included?
4. Are all external hardware, software, and communication interfaces defined?
5. Have algorithms intrinsic to the functional requirements been defined?
6. Does the SRS include all of the known customer or system needs?
7. Is any necessary information missing from a requirement? If so, is it identified as TBD?
8. Is the expected behavior documented for all anticipated error conditions?

## **Correctness**

1. Do any requirements conflict with or duplicate other requirements?
2. Is each requirement written in clear, concise, unambiguous language?
3. Is each requirement verifiable by testing, demonstration, review, or analysis?
4. Is each requirement in scope for the project?
5. Is each requirement free from content and grammatical errors?
6. Can all of the requirements be implemented within known constraints?
7. Are any specified error messages unique and meaningful?

## **Quality Attributes**

* Are all performance objectives properly specified?

1. Are all security and safety considerations properly specified?
2. Are other pertinent quality attribute goals explicitly documented and quantified, with the acceptable tradeoffs specified?

## **Traceability**

1. Is each requirement uniquely and correctly identified?
2. Is each software functional requirement traceable to a higher-level requirement (e.g., system requirement, use case)?

## **Special Issues**

1. Are all requirements actually requirements, not design or implementation solutions?
2. Are the time-critical functions identified, and timing criteria specified for them?
3. Have internationalization issues been adequately addressed?