**BUSINESS ANALYSIS REQUIREMENTS DOCUMENT**

| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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**PREPARED BY**

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| Name and Title (Printed) | |
| Signature | Date |

**RECOMMENDED BY**

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| Name and Title (Printed) | |
| Signature | Date |

**APPROVED BY**

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| Project Sponsor Name and Title (Printed) | |
| Project Sponsor Signature | Date |

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# INTRODUCTION

Provide an overview of the entire Business Analysis Requirements including the purpose, scope, definitions, acronyms, abbreviations, references, etc.

## Purpose

## Reference Documents

## Abbreviations and Acronyms

## Document Conventions

# GENERAL DESCRIPTION

## Product Context

## User Classes and Characteristics

## Overview of Functional Requirements

## Overview of Data Requirements

## Operating Environment

## General Constraints, Assumptions, Dependencies, Guidelines

## Design and Implementation Constraints

## User Documentation

# REQUIREMENTS

## External Interface Requirements

### User Interfaces

### Hardware Interfaces

### Software Interfaces

### Communications Interfaces

## Functional Requirements

### Template for functional requirements

* **purpose / description**
* **inputs**
* **processing**
* **outputs**

## Performance Requirements

## Security

## Usability

## Other Requirements

1. Analysis Models

List any attached / referenced documentation such as data flow diagrams, class diagrams, state-transition diagrams, entity-relationship diagrams, etc.

| ANALYSIS MODELS | | |
| --- | --- | --- |
| DOCUMENT NAME | DESCRIPTION | LOCATION |
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1. Issues List

Detail any unresolved issues.

| ISSUES LIST | | |
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| ISSUE ID | ISSUE DESCRIPTION | STATUS |
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