BUSINESS REQUIREMENTS DOCUMENT (BRD)

# Table of Contents

[Table of Contents 1](#_Toc361052586)

[1. Introduction 3](#_Toc361052587)

[1.1. Document Purpose 3](#_Toc361052588)

[1.2. Intended Audience 3](#_Toc361052589)

[1.3. Project Background 3](#_Toc361052590)

[1.4. Purpose of the Business Requirements 3](#_Toc361052591)

[1.5. Business Goals/Objectives to be achieved 3](#_Toc361052592)

[1.6. Benefits/Rationale 4](#_Toc361052593)

[1.7. Stakeholders 4](#_Toc361052594)

[1.8. Dependencies on existing systems 4](#_Toc361052595)

[1.9. References 4](#_Toc361052596)

[1.10. Assumptions 4](#_Toc361052597)

[2. Requirements Scope 4](#_Toc361052598)

[2.1. In Scope 4](#_Toc361052599)

[2.2. Out of Scope 4](#_Toc361052600)

[3. Functional Requirements 4](#_Toc361052601)

[3.1. Actor Profiles Specification 5](#_Toc361052602)

[3.2. Essential Use Case Diagram 5](#_Toc361052603)

[3.3. Essential Use Case Specifications 6](#_Toc361052604)

[3.4. Function Hierarchy Diagram 7](#_Toc361052605)

[3.5. Function Definition Report 7](#_Toc361052606)

[3.6. Business Rules 7](#_Toc361052607)

[4. Data Requirements 7](#_Toc361052608)

[4.1. Data Architecture 7](#_Toc361052609)

[4.1.1. Domain Class Diagram 7](#_Toc361052610)

[4.1.2. Entity Relationship Diagram 8](#_Toc361052611)

[4.2. Data Volumes 8](#_Toc361052612)

[4.3. Data Conversion 8](#_Toc361052613)

[4.4. Data Retention and Archiving 8](#_Toc361052614)

[4.5. FOI/Privacy Implications 8](#_Toc361052615)

[4.6. Data Definition Reports 9](#_Toc361052616)

[4.6.1. Domain Class Definition Report 9](#_Toc361052617)

[4.6.2. Entity Definition Report 9](#_Toc361052618)

[5. Non-Functional requirements 10](#_Toc361052619)

[5.1. Security Requirements 10](#_Toc361052620)

[5.1.1. Authentication 10](#_Toc361052621)

[5.1.2. Authorization and Access Controls 11](#_Toc361052622)

[5.1.3. Information Security Classification and labelling 12](#_Toc361052623)

[5.2. Availability Requirements 12](#_Toc361052624)

[5.3. Usability Requirements 13](#_Toc361052625)

[5.4. System Help Requirements 13](#_Toc361052626)

[5.5. Performance Requirements 13](#_Toc361052627)

[5.6. Scalability Requirements 14](#_Toc361052628)

[5.6.1. User Scalability 14](#_Toc361052629)

[5.6.2. Application Scalability 14](#_Toc361052630)

[6. Interface Requirements 14](#_Toc361052631)

[6.1. User Interface Requirements 14](#_Toc361052632)

[6.2. System Interface Requirements 14](#_Toc361052633)

[7. Business Glossary 14](#_Toc361052634)

[APMS Update 14](#_Toc361052635)

[Revision Log 15](#_Toc361052636)

[Appendices Error! Bookmark not defined.](#_Toc361052637)

[Approval 15](#_Toc361052638)

# Introduction

## Document Purpose

The purpose of this document is to describe business requirements of an Application completely, accurately and unambiguously in Technology-independent manner. All attempts have been made in using mostly business terminology and business language while describing the requirements in this document. Very minimal and commonly understood Technical terminology is used. Use case / Designer approach is used in modeling the business requirements in this document.

## Intended Audience

The main intended audience for this document are the business owners of the proposed system. This document should be readable by business owners of the proposed system. They must be able to verify that their business requirements have been documented here completely, accurately and unambiguously.

Data Architects, Application Architects and Technical Architects would also find the information in this document useful when they need to design a solution that will address these business requirements.

Since the requirements are documented here in Technology-independent manner, the end-users of the system should be able to comprehend the requirements fairly easily from this document.

## Project Background

This section describes if these Business Requirements are as a result of any previous meetings, correspondence, legislation etc.Mention here briefly if these business requirements are as a result of any previous meetings, correspondence, legislations etc*.*

## Purpose of the Business Requirements

This section describes the purpose of the Business Requirements.

* Tick one or more of the appropriate check boxes and describe the purpose of the Business requirements briefly underneath.
* Business requirements for major enhancements to an existing application.
* Business requirements for new application development.
* Business requirements for replacement application development.
* Business requirements for a request for proposals (RFP).

## Business Goals/Objectives to be achieved

This section describes the major goals/objectives to be achieved with the implementation of the Business Requirements.

State major business goals/objectives that the implementation of these Business Requirements will achieve. Avoid describing Technical goals.

## Benefits/Rationale

This section describes the major benefits to be achieved with the implementation of the Business Requirements.State the major benefits that the implementation of these Business Requirements will result in. Mention both tangible and intangible benefits expected.

## Stakeholders

Stakeholders are the individuals or groups who have a vested interest in this project and whose interests need to be considered throughout the project. This section lists the Stakeholders of the Application / Project for which these Business requirements are documented.List Stakeholders – that is, the individuals or groups who have a vested interest in this project and whose interests need to be considered throughout the project. Identify their roles in the project and commitment to the project.

## Dependencies on existing systems

This section describes the dependencies between the Application for which these Business Requirements are written and the other existing applications/systems.Describe the dependencies between this Application (for which these Business Requirements are written) and other existing systems.

## References

This section lists the references to previous documentation, correspondence etc , if any, that are related to these Business Requirements.List here all the external reference documentation, hyperlinks to web pages etc. that are directly related to these Business Requirements.

## Assumptions

This section describes major assumptions that were made prior to or during the Business Requirements gathering and documentation.Describe major assumptions that were made (or exist) for these Business Requirements.

# Requirements Scope

This section shows what business functionality is in scope and out of scope for Implementation. In Use case approach, the out of scope Use cases are indicated in a separate boundary box. In Oracle Designer approach the out of scope Functions are shown in grey coloured boxes.Include an overall high-level Use case diagram indicating which use cases are out of scope for Implementation. Draw separate boundary boxes around “in scope” use cases and “out of scope” use cases. See the example below :If Function Hierarchy Diagram (FHD) modeling is done using Oracle Designer for these Business Requirements instead of Use case modeling, then include an overall high-level Function Hierarchy diagram indicating which Functions are out of scope for Implementation. Please draw the “out of scope” Function boxes in **grey** **color** as shown in the example below :

## In ScopeList the use cases/business functions that are in scope. Mention the name and a brief 2-3 lines short description for each use case/business function that is in scope.List the system/organizational interfaces that are in scope. Mention the name and a brief 2-3 lines short description for each interface that is in scope.

## Out of ScopeList the use cases/business functions that are out of scope. Mention the name and a brief 2-3 lines short description for each use case/business function that is out of scope. List the system/organizational interfaces that are out of scope. Mention the name and a brief 2-3 lines short description for each interface that is out of scope.

# Functional Requirements

This section describes the *Functional requirements* part of the Business Requirements. In Use case approach, the *Functional Requirements* comprises of Actor Profile Specification, Essential Use case diagram and Essential Use case specification in narrative text form. In Oracle Designer approach the *Functional Requirements* comprises of Business Unit Definition Report, Function Hierarchy Diagram and Function Definition Report.

## Actor Profiles Specification

This section describes all the Actors and their profiles within the context of the Business Requirements being documented. An Actor is a person, organization or an external system/sub-system/program that has interactions with the Application. Actors, by definition, are external to the system with which they are having interactions. Actors have goals that are achieved by use cases. Typically, Actors have behaviour and are represented by the roles they play in the use cases. An Actor stimulates the system by providing input and/or receiving something of measurable value from the system.

In Use case approach, the Actor Profile is documented in a separate template available on the ADE web site*.*

In Oracle Designer approach the Actor Profile information is documented under “Business Units” folder of Oracle Designer and the “Business Units Definition” report from Oracle Designer is generated and attached with these Business Requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Actor Name** | Actor Type | Access Type needed | Comments |
|  | Stakeholder  Primary Actor  Supporting Actor | Create Print Read  Export Update Others  Delete |  |
|  | Stakeholder  Primary Actor  Supporting Actor | Create Print Read  Export Update Others  Delete |  |
|  | Stakeholder  Primary Actor  Supporting Actor | Create Print Read  Export Update Others  Delete |  |
|  | Stakeholder  Primary Actor  Supporting Actor | Create Print Read  Export Update Others  Delete |  |

In Use case approach, please use the following template to document the Actor profiles for the Business Requirements.

**Internet: http://www.bced.gov.bc.ca/imb/downloads/cdmdt/dt\_aps.doc**

**Intranet:** [**http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/cdmdt/dt\_aps.doc**](http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/cdmdt/dt_aps.doc)

Alternately, if the number of actors is small, then instead of filling in the “Actor Profile Specification” template, you may provide the Actor profile information in the BRD itself in the following table.

If Function Hierarchy Diagram (FHD) modeling is done using Oracle Designer for these Business Requirements instead of Use case modeling, then please document the Actor Profile information under **“Business Units”** folder of the Designer and then generate and attach the **“Business Units Definition”** report from Oracle Designer. This report is available under **“Repository Reports | Enterprise Modeling”** sub folders of the Oracle Designer.

## Essential Use Case Diagram

This section is applicable only to Use case approach. This section depicts the Business Requirements in the form of Essential Use case diagram. In the Use case approach, the Functional Requirements are decomposed into a number of Essential Use cases. Essential use cases are of primary importance early in a project’s requirements/analysis phase. Their purpose is to document the business process that the Application must support without bias to technology and implementationPlease include here the Essential Use Case Diagram for the Business Requirements. You may also provide additional context description below the diagram, if required. The Standards and Guidelines for Essential Use Case Diagram modeling are available at the following link on the ADE web site :**Internet: http://www.bced.gov.bc.ca/imb/downloads/essentialusecasestandards.pdfIntranet:** [**http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/essentialusecasestandards.pdf**](http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/essentialusecasestandards.pdf)

## Essential Use Case Specifications

This section is applicable only to Use case approach. This section describes each Essential Use case in narrative text form. A use case typically has one basic course of action and one or more alternate courses of actions. The basic course of action is the main start-to-finish path that the use case will follow, where as the alternate courses represent the infrequently used paths and exceptions, error conditions etc. The complete business logic of a use case such as basic course of action, alternate course of action, pre-condition, post-condition etc is not depicted in the Use case diagram. Rather they are documented in narrative style in use case specifications.

If the number of use cases is less than 15, the Essential Use case specifications in narrative form are included in this BRD in tabular format. Each use case is described in a separate table. If the number of use cases is greater than 15, the Essential Use case specifications in narrative form are attached as a separate document with this BRD.

|  |  |  |  |
| --- | --- | --- | --- |
| **Use Case Name** | | | |
| **Description** | |  | |
| **Actors** | |  | |
| **Business Rules** | | List the business rules of Section 3.6 that this use case references. Mention only the Business rule Id here. Provide hyperlinks to the business rules of section 3.6. | |
| **Basic Flow** | | **Alternate Flows** | |
| **Non-Functional Requirements** | |  | |
| **Pre-Conditions** | |  | |
| **Post-Conditions** | |  | |
| **Extension Points** | **Extension Condition** | | **Extending Use Case** |
|  |  | |  |
| **List of <<included>> use cases** | **List of <<extended>> use cases** | | **List of “inherited from (parent)” use cases** |
|  |  | |  |

If the number of use cases is greater than 15, please attach the Essential Use case specifications document with this BRD. Please use the following template in describing each Essential Use case in narrative style.Internet: http://www.bced.gov.bc.ca/imb/downloads/cdmdt/dt\_euc.docIntranet: http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/cdmdt/dt\_euc.docIf the number of use cases is less than 15, please describe the Essential Use case specifications in narrative form in the BRD itself as per the following tabular format. Each use case should be described in a separate table.

## Function Hierarchy Diagram

This section is applicable only to Designer approach. This section depicts the Business Requirements in the form of Function Hierarchy Diagram (FHD). In the Oracle Designer approach, the Functional Requirements are decomposed into a number of Business FunctionsIf Function Hierarchy Diagram (FHD) modeling is done using Oracle Designer for these Business Requirements instead of Use case modeling, then include here the Function hierarchy diagram from the Designer. You may also provide additional context description below the diagram, if required. The Standards and Guidelines for Function modeling in Oracle Designer are available at the following link on the ADE web site :Internet: http://www.bced.gov.bc.ca/imb/downloads/reqmodstd.pdfIntranet: <http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/reqmodstd.pdf>

## Function Definition Report

This section is applicable only to Designer approach. This section describes each Business Function in narrative text form.*If Function Hierarchy Diagram (FHD) modeling is done using Oracle Designer for these Business Requirements instead of Use case modeling, then attach the Function Definition Report from the Designer containing the following information :*

* *Function Name*
* *Function Description*

*The Standards and Guidelines for Function modeling in Oracle Designer are available at the following link on the ADE web site :*

Internet: http://www.bced.gov.bc.ca/imb/downloads/reqmodstd.pdf

Intranet: <http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/reqmodstd.pdf>

## Business Rules

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Rule Id** | **Rule Name** | **Rule Description** | **Rule Source** |
| BR#### |  |  | * + - Policy manual     - Strategic decisions     - Contractual obligations     - Subject matter experts     - Other Sources (mention the sources) |

This section lists and describes the business rules applicable to the proposed system. If Use case approach is followed, please describe the business rules in the following tabular format. If the number of Business Rules is quite large, then you may also document Business rules in a separate document in the following tabular format and attach the rules document with this BRD.*If Function Hierarchy Diagram (FHD) modeling is done using Oracle Designer for the Business Requirements instead of Use case modeling, then please refer to “*[*Requirements Modeling and Specification Guidelines and Standards*](http://www.bced.gov.bc.ca/imb/downloads/reqmodstd.pdf)*” for standards and guidelines on modeling Business Rules in Designer.Please refer to the following guidelines on business rule documentation :*

* *Document only Business rules here. Do not document workflow rules.*
* *There is no need to document rules (particularly structural rules) that are naturally expressed in the models and that are shown in the models.*
* *Document only semantic and explicit business rules or “unstructured” rules that do not appear in the models.*

# Data Requirements

This section describes the Data requirements part of the Business Requirements.

## Data Architecture

This section describes the Data Architectural requirements part of the Business Requirements.

### Domain Class Diagram

This section is applicable only to Use case approach. This section depicts the Data Architecture in the form of Domain Class Diagram. In the Use case approach, the conceptual data architecture (structural aspects) for the Business Requirements is modeled using Domain Class Diagram. The Domain Class Diagram is used to model the conceptual classes, its attributes (fields) and operations (methods) and also the interrelationships (association, composition, aggregation and generalization) between the classes. Domain model is a representation of real world conceptual classes, not of software components.Please include here the Domain Class Diagram showing the following information :

* Class Name
* Attribute (field) Name
* Interrelationships between the classes (association, composition, aggregation and generalization)

The Standards and Guidelines for Domain Class Diagram modeling are available at the following link on the ADE web site :

**Internet: http://www.bced.gov.bc.ca/imb/downloads/classdiagramstandards.pdf**

**Intranet:** [**http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/classdiagramstandards.pdf**](http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/classdiagramstandards.pdf)

Alternately, even in Use case approach, you may provide Data models in ERD notation instead of Domain Class notation. In that case, delete section 4.1.1 (Domain Class Diagram) and proceed to next section (section 4.1.2).

### Entity Relationship Diagram

This section is applicable only to Oracle Designer approach. This section depicts the Data Architecture in the form of Entity Relationship Diagram (ERD). In the Oracle Designer approach, the conceptual data architecture (structural aspects) for the Business Requirements is modeled using Entity Relationship Diagram (ERD). If Entity Relationship Diagram (ERD) modeling is done using Oracle Designer for these Business Requirements instead of Domain Class modeling, then include here the conceptual ERD generated from Oracle Designer showing the following information :

* Entity Name
* Attribute (field) Name
* Interrelationships between the Entities (association, composition, aggregation and generalization)

The Standards and Guidelines for Entity Relationship Diagram (ERD) modeling are available at the following link on the ADE web site :

Internet: **http://www.bced.gov.bc.ca/imb/downloads/reqmodstd.pdf**

**Intranet:** [**http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/reqmodstd.pdf**](http://gww.msd.gov.bc.ca/itmb/adestandards/downloads/reqmodstd.pdf)

**4.1. Data Volumes**

This section describes the expected approximate Data volumes (initial volume and annual growth %) for each conceptual Class or Entity. In Oracle Designer, there is facility to record the data volumes during the Entity-Relationship (E-R) modeling. Please document the “Initial Volume” and “Annual Growth Rate (in %)” for each Business Entity and ensure that these two fields are included in the “Entity Definition Report” (refer section 4.6.2). In Use case approach, if your UML tool provides facility to record data volumes information for each Conceptual Class, then record that information in the specific fields and ensure that those fields are included in the “Domain Class Definition Report” (refer section 4.6.1). If there is no such explicit facility to record the data volumes information, then please record the “Initial Volume” and “Annual Growth Rate (in %)” in the “Notes” field for each Conceptual Class and ensure that the “Notes” field is included in the “Domain Class Definition Report” (refer section 4.6.1).

## Data Conversion

This section describes the high-level Data Conversion Requirements.

*Please describe the following high-level Data Conversion issues in this section :*

* *Data that is required to be converted (list of conceptual entities in the source database)*
* *High-level mapping between source and target “to be converted” conceptual data structures*
* *PIA/FOI and other compliance issues needed to be taken into consideration during data conversion*
* *Critical success factors*
* *Risks associated with the data conversion and contingency plans*
* *Data Conversion Acceptance criteria*

## Data Retention and Archiving

This section describes the Data retention (time frames for online Data retention before archiving) and also the archiving requirements. Please describe the time frames in number of years/months/days for online Data retention before the data is archived and purged. Please describe if there are any other special data archiving requirements exist and the PIA/FOI and other compliance issues that need to be taken into consideration during data archival and for the archived data.

## FOI/Privacy Implications

This section describes the sensitivity levels of each class of data. The following criteria are used in determining the sensitivity level of each conceptual class/entity in line with the Government Core Policy Manual).

* **Non-sensitive** information that would not reasonably be expected to cause injury (harm) if released to the public;

* **Protected A**: information that, if compromised, could reasonably be expected to cause injury (harm), e.g. loss of privacy;
* **Protected B**: information that, if compromised, could reasonably be expected to cause serious injury (harm), e.g. the conduct of a court proceeding would be adversely affected;

* **Protected C**: information that, if compromised, could reasonably be expected to cause extremely graveinjury (harm), e.g. loss of life.

|  |  |
| --- | --- |
| **Conceptual Class / Entity Name** | **Data Sensitivity Level (Non-sensitive, Protected A, Protected B, Protected C)** |
|  |  |
|  |  |
|  |  |

Please describe the FOI/Privacy Implications for each conceptual Class or Entity in terms of the criteria described above. Please use the following table. Add more rows as necessary.

For more information on Government FOI/Privacy policies and guidelines, please refer to the Core Policy Manual at the following link on the MSD web site :

[**http://www.cio.gov.bc.ca/prgs/core.htm**](http://www.cio.gov.bc.ca/prgs/core.htm)

## Data Definition Reports

This section describes the Data Architecture / definition in a report format.

### Domain Class Definition Report

This section is applicable only to Use case approach. This section describes Data Architecture / definition (Domain Class model) in narrative text form. *Please generate and attach the Domain Class report. Most UML tools that support Class modeling will also provide facilities for generating the Class Definition report from the Domain Class Diagram. The Report should contain the following information :*

* *Class Name*
* *Brief Description of the Class*
* *Initial Data Volume of the Class (Approx.)*
* *Annual Data Growth Rate of the Class (in approx. %)*
* *Attributes (fields) of the Class : Attribute Name and brief description*

|  |  |
| --- | --- |
| **Class Name** |  |
| **Class Description** |  |
| **Initial Data Volume (approx.)** |  |
| **Annual Data growth rate (in approx. %)** |  |
| **Attributes (fields) of the class** | Name :  Description : |
| Name :  Description : |
| Name :  Description : |
| Name :  Description : |
| Name :  Description : |
| Name :  Description : |

*If the number of Domain Classes is less than 15, you may provide the Class Definition information in the BRD itself as per the following tabular format.*

Alternately, even in Use case approach, you may provide Data definition report in ERD notation instead of Domain Class notation. In that case, delete section 4.6.1 (Domain Class Definition Report) and proceed to next section (Section 4.6.2).

### Entity Definition Report

This section is applicable only to Oracle Designer approach. This section describes Data Architecture / definition (Entity Relationship model) in narrative text form.

*Please generate and attach the Entity-Attributes Definition Report for Oracle Designer. Oracle Designer provides a standard Entity-Attributes Definition Report that can be generated for an ERD. The Report should contain the following information :*

* *Entity Name*
* *Brief Description of the Entity*
* *Initial Data Volume of the Entity*
* *Annual Data Growth Rate of the Entity (in %)*
* *Attributes (fields) of the Entity : Attribute Name and brief description*

*If the number of Entities is less than 15, you may provide the Entity Definition information in the BRD itself as per the following tabular format.*

|  |  |
| --- | --- |
| **Entity Name** |  |
| **Entity Description** |  |
| **Initial Data Volume (approx.)** |  |
| **Annual Data growth rate (in approx. %)** |  |
| **Attributes (fields) of the Entity** | Name :  Description : |
| Name :  Description : |
| Name :  Description : |
| Name :  Description : |
| Name :  Description : |
| Name :  Description : |

# Non-Functional requirements

This section describes the non-functional requirements part of the Business Requirements. A non-functional requirement is typically a special requirement that is not easily or naturally specified in the text of the use case’s or function’s event flow. Examples of non-functional requirements include legal and regulatory requirements, application standards, and quality attributes of the system to be built including usability, reliability, performance or supportability requirements.

## Security Requirements

This section describes the Security requirements part of the Business Requirements.

### Authentication

This section describes the Authentication requirements part of the Business Requirements. Authentication is the process of verifying the genuineness of claims that a person/group makes to establish identity/eligibility for access to services. In order to ascertain the Authentication requirements of the Application, it is required to analyse the type of transactions that different Use cases/Business Functions trigger within the Application. The following criteria is used in determining transaction types of each use case/function (in line with the Government Core Policy Manual) :

**Level 0 : Anonymous transaction** – triggers transactions that do not require or allow a person to be identified, or transactions which require protection of a person's identity. For example, access to online information about government programs or services or protecting a person's identity. Combining the transaction data with other data must not allow identification of a particular individual.

**Level 1 : Pseudonymous transaction** – triggers transactions that do not require a person to be identified but do require a means for further contact to deliver a product or service. For example, a note from someperson@internet.ca can not be readily translated into an individual’s name, but it may be sufficient to request information, to provide some services, or on-going follow up.

**Level 2 : Identified transaction** – triggers transactions that require that a person be specifically identified. The nature of the transaction may require confirmation of a person's identity (e.g., name, address, birth date, etc.) and/or data linking the person to a transaction (e.g., invoice number, personal health number, etc.).

**Level 3 : Verified transaction** – triggers transactions that require: the person to be specifically identified; verification of the integrity of the data exchanged and the exchange itself; and, the creation of sufficient evidence to indicate that the person agreed to be bound by the transaction. For example, a note signed with a digital certificate, audit trails and security logs may provide sufficient evidence that a specific person intended to conduct a transaction.

|  |  |
| --- | --- |
| **Use Case / Business Function Name** | **Transaction type triggered(Level 0 : Anonymous, Level 1 : Pseudonymous, Level 2 : Identified, Level 3 : Verified)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Please describe Authentication requirements for each Use Case or Business Function in terms of the criteria described above. Please use the following table. Add more rows as necessary.For more information on Government FOI/Privacy policies and guidelines, please refer to the Core Policy Manual at the following link on the MSD web site :

[**http://www.cio.gov.bc.ca/prgs/core.htm**](http://www.cio.gov.bc.ca/prgs/core.htm)

### Authorization and Access Controls

This section describes the Authorization and Access Control requirements part of the Business Requirements at a high-level. Authorization is the process of determining if the person/group, once identified through the “Authentication process”, is permitted to have access to certain services. The Authorization and Access Control requirements are best described through a matrix. Please specify the Authorization and Access Control requirements between the various Actors/Business Units and the Domain Classes/Business Entities in the table below. Add more rows as necessary.

|  |  |  |
| --- | --- | --- |
| **Actor / Business Unit Name** | **Conceptual Class / Business Entity Name** | **Type of Access Control needed on the Conceptual Class / Business Entity :**  **C 🡪 Create**  **R 🡪 Read**  **U 🡪 Update**  **D 🡪 Delete** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Information Security Classification and labelling

This section is provided for information purposes only. Please do not delete this section while creating the Business requirements Document from this template.

The “*Information security classification and labeling* of information assets” is a process published and managed by OCIO. According to this process, all government “records” as defined in the Interpretation Act need to be classified. (“record” includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise).

There are no business requirements (functional or non-functional requirements) applicable to the *Information security classification* of the application/project/initiative for which the BRD is being written. Hence there is no need to fill-in anything in this section.

However, please be aware that the finished application/initiative/project and all its output deliverables (such as documents, models, diagrams etc) need to be classified and labelled in accordance with the OCIO guidelines. This will help in determining how much protection the finished application and its data will need commensurate with its sensitivity levels determined during information security classification process. It will also help in evaluation of risks associated with authorized and unauthorized disclosures of the application’s data.

## Availability Requirements

This section describes the system availability requirements.

Please specify the availability requirements for each Use Case or Business Function in the table below. Add more rows as necessary. If all use cases / business functions (the system as a whole) have the same uniform availability requirements, then describe this in the space below and delete the table below.

|  |  |
| --- | --- |
| **Use Case / Business Function Name** | **Availability Requirements**  **- Regular work hours**  **- 24x7**  **- Any other (please describe)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Usability Requirements

This section describes the system usability requirements. A usability requirement specifies how easy the system must be to use. Usability is a non-functional requirement, because in its essence it doesn't specify parts of the system functionality, but specifies only how that functionality is to be perceived by the user, for instance how easy it must be to learn and operate the systemPlease describe the expectation levels of various usability factors for the system. Examples of usability factors are : Ease of learning, task efficiency, understandability, subjective satisfaction, Target users’ technical expertise levels, education levels etc.

## System Help Requirements

This section describes what kind of System Help features are needed to be built into the system

|  |  |
| --- | --- |
| **Use Case / Business Function Name** | **Help Requirements**  **- Field level (online)**  **- Screen level (online)**  **- Help Printing Options**  **- Operations Manual (Offline)**  **- Any other (please describe)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Performance Requirements

This section describes system performance expectation levels (response times).

|  |  |
| --- | --- |
| **Use Case Name / Business Function Name / Transaction description** | **Performance Requirements (response time)**  **(in seconds or minutes)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Scalability Requirements

This section describes how the system is expected to scale to new higher or lower levels. Both user and application scalability requirements are described here. *Data scalability is not described here as it is already described in the “data volumes” section earlier*.

### User ScalabilityPlease describe how the user volumes are likely to grow in a given number of months or years. Example : 1000 new users are expected to use this internet system in the next 6 months.

### Application Scalability

# Interface Requirements

This section describes User and System Interface requirements for the proposed system.

## User Interface RequirementPlease describe here the user interface requirements. Include or attach a screen prototype diagram here.

## System Interface Requirements

# Business Glossary

# APMS Update

APMS update required?

* Yes
* No

APMS updated/to be updated on (date):

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Revision Log

| Date | Version | Change Reference | Reviewed by |
| --- | --- | --- | --- |
| [date] |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 

# Approval

This document has been approved as the official Business Requirements Document for the Project Name project. Following approval of this document, changes will be governed by the project’s change management process, including impact analysis, appropriate reviews and approvals, under the general control of the Master Project Plan and according to Project Support Office policy.

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
| Author's Name  [Title]  [Organization] |  |  |
| Approved by | Signature | Date |
| [Client Acceptor’s Name]  [Title]  [Organization] |  |  |

Please specify the Online/Offline Help requirements for each Use Case or Business Function in the table below. Add more rows as necessary. If all use cases / business functions (the system as a whole) have the same uniform Help requirements, then describe this in the space below and delete the table below.

Please include here complete glossary of business terms used in this document.