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|  |
| *{Project Name}*  **Business Requirements Specification**  Prepared By:  Version: |
| **February 14** |



[1. Overview 3](#_Toc118728764)

[2. Project Description 4](#_Toc118728765)

[2.1 Business Drivers 4](#_Toc118728766)

[2.2 Scope 4](#_Toc118728767)

[2.3 Current Process 4](#_Toc118728768)

[2.4 Proposed Process 4](#_Toc118728769)

[3. Requirements 5](#_Toc118728770)

[3.1 Functional Requirements 5](#_Toc118728771)

[3.2 Non-Functional Requirements 6](#_Toc118728772)

[4. Constraints 7](#_Toc118728773)

[5. ARIAD 8](#_Toc118728774)

[6. Appendix 9](#_Toc118728775)

[7. Version History 10](#_Toc118728776)

# Overview

*[Executive summary, goal, purpose and audience of this document]*

# Project Description

*[Describe why the project is needed, including any challenges]*

## Business Drivers

*[Business Outcomes the project aims to achieve (linked to Business case – e.g. improved efficiency)]*

## Scope

*[High level overview of what is in and out of scope (In scope items will be broken down in next section)]*

## Current Process

*[Details of current process (including any business process maps, flowcharts etc)]*

## Proposed Process

*[Details of proposed business process (including any business process maps, flowcharts etc)]*

# Requirements

MOSCOW Prioritisation

|  |  |  |
| --- | --- | --- |
| Priority | Rating | Description |
| 1 | Must Have | Critical to project success. Must be implemented for a Minimum Viable Product (MVP). Without fulfilling this requirement, the project will fail |
| 2 | Should Have | Important to project success but not vital, add significant value |
| 3 | Could Have | Low priority but could still be implemented. (Nice to have but project success is not dependent on it) |
| 4 | Would Not Have | Not a priority right now, but may be needed in the future |

## Functional Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | Requirement | Priority | Raised By |
| *FR01* | *As an administrator I can see a list of applications submitted by the citizen. The list should be chronological and should include the following*  *- Id, Name, etc…* | *1* | *Bob* |
|  |  |  |  |
|  |  |  |  |

## Non-Functional Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref | Requirement | Priority | Area | Raised By |
| *NFR01* | *As an administrator, I can access the administration system using my existing NIGOV account.* | *1* | *Security* | *Sue* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Constraints

*[Details of any existing project constraints (e.g., legislative, milestones, infrastructure)]*

# ARIAD

*[Details of any known Assumptions, Risks, Issues and Dependencies (including dependent workstreams and systems)]*

# Appendix

# Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Change details | Author |
|  |  |  |  |