

**Business Requirement Document (BRD) Template**

*for*

**XYZ Clinic Appointment System**

**VERSION 1.0**

*Prepared for*



4/05/2025

*Prepared by*

Blueage Marketing Team

## 1. Document Control

Version	Date	Author	Description
1.0	07/05/2025	[your name]	Initial Draft

## 2. Executive Summary

Provide a high-level summary of the project including its purpose, business needs, and intended benefits.

### Example:

This project aims to implement an online booking platform for XYZ Clinic to reduce manual bookings and increase appointment efficiency.

## 3. Project Overview

- **Project Name:**
- **Sponsor/Client:**
- **Business Analyst:**
- **Project Manager:**
- **Start Date:**
- **Target Completion Date:**

## 4. Objectives

- Clearly state the business goals the project aims to achieve.

### Example:

- Reduce appointment booking errors by 80%
- Improve customer satisfaction by providing 24/7 online access

## 5. Scope

### In-Scope

List all processes, systems, and functionalities included in the project.

### Out-of-Scope

Define what is explicitly excluded from the project.

## 6. Stakeholders

Role	Name	Department	Responsibilities
Project Sponsor	Dr. Ayo Bayo	Management	Project Approval
BA	<i>[your name]</i>	Business Analysis	Requirement Gathering

## 7. Business Requirements

List and describe each business requirement using unique identifiers.

Requirement ID	Requirement Description	Priority	Owner
BR-001	The system must allow patients to book online	High	Dr. Ayo

## 8. Assumptions

Document any assumptions made during requirement gathering.

### Example:

- All users will have internet access.
- Staff are trained on the new system.

## 9. Constraints

Identify limitations that may affect the project.

### Example:

- Budget not to exceed £25,000
- Integration limited to current EHR system

## 10. Dependencies

Outline any factors or projects this initiative depends on.

### Example:

- Successful completion of system upgrade project
- Availability of external API for SMS alerts

## 11. Acceptance Criteria

State how success will be measured and what conditions must be met for sign-off.

### Example:

- Online booking feature functions across all major browsers
- Error rate is below 2% during testing

## 12. Approval

Name	Role	Signature	Date
Dr. Ayo	Project Sponsor		
<i>[your name]</i>	Business Analyst		