

IT BUSINESS REQUIREMENTS DOCUMENT TEMPLATE

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ORGANIZATION

PROJECT NAME			
NAME		MAILING ADDRESS	
PHONE			
EMAIL			
DATE		AUTHOR	

PROJECT DETAILS

OVERVIEW | *High-level information describing proposed solution and business reasoning*

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OBJECTIVE | *What does the project work to achieve?*

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BUSINESS CASE | *What is the problem being solved? Who/what is impacted? What are the business benefits?*

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RISKS | *What are the identified or considered risks?*

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OUT OF SCOPE | *What activities, items, and capabilities are out of scope for the project?*

TECHNICAL DESIGN DIAGRAM

COMPONENTS | *The diagram should illustrate all required new and existing technical resources .*

1. CONNECTION & LOCATION: Designate how new infrastructure will connect within existing infrastructure and where it will be located.

2. SERVERS & STORAGE & NETWORK: *Except in the case that specific tech issues are expected to require physical resources, assume all are virtual .*

3. LOGICAL DATA FLOW

4. CRITICAL ANCILLARY EQUIPMENT & CONNECTIONS

DIAGRAM ATTACHMENTS & LINKS | *List all printed attached titles, file names, and/or links.*

TECHNICAL SPECIFICATIONS

SERVERS

APPLICATION SERVERS

Operating system

Application memory requirements

Application CPU requirements

Functional characteristics

Expected application transaction volume

FILE SERVERS	
Operating system	
Application memory requirements	
Application CPU requirements	
Functional characteristics	
Expected application transaction volume	
WEB SERVERS	
Operating system	
Application memory requirements	
Application CPU requirements	
Functional characteristics	
Expected application transaction volume	
DATABASE SERVERS	
Operating system	
Application memory requirements	
Application CPU requirements	
Functional characteristics	
Expected application transaction volume	

SERVER REQUESTS | *List required server needs, file names, or attached completed request forms.*

ACCESS REQUIREMENTS | *Define number of users requiring simultaneous access, and list user communities (developers, IT, vendors, etc.).*

DATABASES | *Describe each database required and its function. Include database version required, Oracle or SQL server, memory requirements, CPU requirements, storage amount needed in first year in GB, projected annual growth in % or GB, expected transaction volume, special data preservation requirements, and tech spec data sheet if available.*

RESOURCE REQUIREMENTS

STAFF RESOURCES

STAFF DEPENDENCIES

TECHNICAL DEPENDENCIES

OTHER DEPENDENCIES

ASSUMPTIONS

ASSUMPTIONS | *List all assumptions impacting documentation, technical design, and project cost estimate.*

ISSUES & CONCERNS

ISSUES & CONCERNS | *List all issues and concerns impacting documentation, technical design, and project cost estimate.*

PROJECTED COSTS

OVERVIEW | *Provide general overview below, update existing cost estimate prepared in Excel, and provide attachment or link to file.*

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