**Business Process Reengineering**

**Center of Excellence**

**U.S. Army Shared Services Center**

**BPR Business Requirements Template**

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**<<Enter Date>>**

Version 1.0

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A potential project or solution resulting from BPR needs a variety of requirements to help define goals and establish a scope for the work that will need to be undertaken. Requirements provide context and objective ways to measure progress and success. There are three common type of requirements: business, functional and technical.

Business requirements relate to a specific need that must be addressed in order to achieve an objective. Business requirements relate to an organization’s objectives, vision and goals. They also provide the scope of a business need or problem that needs to be addressed through a specific activity or project. Good business requirements must be clear and are typically defined at a very high level. They must also provide enough information and guidance to help ensure that the project fulfils the identified need.

The template below captures the additional information required during business requirement gathering. The Category and sub-Category fields are used at the discretion of the Analyst collecting the requirements. For example, the category could reflect the level of granularity of the requirement, or alignment to strategic goals. The categories are just an easily way to parse out the requirements, and this becomes useful when you have hundreds of requirements:

| **ID** | **Category** | **Sub -Category** | **Business Requirement** | **Priority** | **Process Reference** | **Impacted Stakeholders** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |

The following guide is provided to support the prioritization of requirements:

|  |  |  |
| --- | --- | --- |
| **Value** | **Rating** | **Description** |
| 1 | Critical | This requirement is critical to the success of the reengineered process. The process will not be possible without this requirement. |
| 2 | High | This requirement is high priority, but the reengineered process can be implemented at a bare minimum without this requirement. |
| 3 | Medium | This requirement is somewhat important, as it provides some value but the reengineered process can proceed without it. |
| 4 | Low | This is a low priority requirement, or a “nice to have” feature, if time and cost allow it. |
| 5 | Future | This requirement is out of scope for this reengineered process, and has been included here for a possible future enhancement or improvement. |

Here is an example of a few business requirements:

| **ID** | **Category** | **Sub -Category** | **Business Requirement** | **Priority** | **Process Reference** | **Impacted Stakeholders** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Security | Physical Security | The ability to appropriately secure sensitive confidential information by adhering to DoD Manual 5105.21 | 1 | 3.2 | Individuals residing in Office 1201 |
| 2 | Human Resource | Access Management | The ability for new employees to automatically be granted system accesses once he/she receives an employee badge | 4 | 4.62 | New Employees |
| 3 | Counter-intelligence (CI) | Resources | The ability to triage and sort 1,000 cables per day | 2 | 5.20 | CI Analysts, CI Managers |