



**BUSINESS  
PROCESS  
FUNCTIONAL  
SPECIFICATIONS  
(BPFS)**

[INSERT PROJECT NAME]

Author

## NOTES FOR THE AUTHOR

1. *This Business Process Functional Specifications Template can be used to document requirements on projects that involve the implementation of software for the improvement of business processes. It may also be customized to suit any software project.*
2. *You may find it neater to create one document per process or functional area that the system will cover.*
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5. *There are no hard and fast rules about how requirements should be presented as long as the relevant information is provided and clear enough for the system to be built.*
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  - a. *Business Process Analysis Questionnaire (BPAQ) – A compilation of 35 key questions for arriving at a comprehensive definition of As-is and To-be business processes.*
  - b. *Business Process Documentation (BPD) – Provides a starting point for new and professional business analysts looking to create standard and comprehensive process definitions.*
  - c. *Business Rule Documentation & Questionnaire (BRDQ) – Provides a guideline for channeling discussions at elicitation events (workshops, focus groups, interviews, etc.) to focus on questions that trigger stakeholders to think about existing processes and the business rules that should be adhered to.*

# Business Process Functional Specifications

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*[Include here any acronyms that are necessary for understanding the content of the document.]*

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Reference	Location/File Path

## RELATED DOCUMENTS

*[include names and links to documents that are related to this, e.g. Business Process Documentation.]*

Related Document	Location/File Path

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