

Business Requirements Document

Clinic Appointment Modernization Initiative

Document status	Illustrative client review copy
Version	1.0
Purpose	Show the structure and level of detail in a finished Aimspace package
Important	This example is fictional and does not describe a real client

Decision summary

The organization needs a consistent way for authorized clinic staff to move appointments between locations without losing audit history or exposing restricted information. The requirements baseline is ready to support vendor comparison and delivery planning, with one documented security exception that must be closed before release.

Recommended decision

Proceed to vendor evaluation using the approved requirements baseline. Require bidders to demonstrate role-based access, change logging, and cross-location data controls against the acceptance checks.

Scope

Included	Excluded
Appointment creation, update, and location changes	Clinical care documentation
Role permissions and audit history	Billing system replacement
Data definitions and retention rules	Patient portal redesign
Vendor response and acceptance criteria	Implementation project management

Priority requirements

ID	Requirement	Priority	Status
BR-001	Reduce avoidable appointment rescheduling delays.	Must	Approved
FR-014	Authorized clinic staff must be able to move an appointment between locations.	Must	Approved with exception
NFR-006	The solution must enforce the approved privacy and access model.	Must	Approved
DR-003	Each appointment record must retain its original location and every later change.	Must	Approved

Example acceptance check

FR-014: A user with the Scheduler role can reassign an appointment to another clinic. The system records the user, time, original location, new location, and reason. A user without the Scheduler role cannot complete the change.

Open risks and decisions

ID	Type	Summary	Owner	Status
R-04	Risk	Cross-location permissions may expose restricted data.	Security Lead	Mitigation required
C-01	Conflict	Patient is defined differently across clinical and billing teams.	Clinical Lead	Needs decision
D-03	Decision	Bulk appointment moves wait until role and audit controls are approved.	Program Lead	Approved

Validation position

Business owner: approved. Technical owner: approved. Security reviewer: approved with one documented exception. Program lead: approved for vendor evaluation. The final delivery package would also include the detailed SRS, RTM, glossary, RAID and decision register, and validation record.

ILLUSTRATIVE
SAMPLE

This document is fictional and is provided only to show format, structure, and level of detail.