



IntelliSync AI Business Requirements Template

A Customizable Framework for Documenting AI Project Needs

Prepared by IntelliSync Solutions

Introduction

This template is designed to help organizations capture, structure, and evaluate their business requirements for AI initiatives. By documenting goals, stakeholders, data sources, risks, and success metrics upfront, teams can align expectations and ensure clarity before committing resources.

1. Project Overview

Provide a high-level summary of the AI project.

- Project Name:
- Project Sponsor / Owner:
- Business Unit / Department:
- Date of Document:

2. Business Objectives

Describe the primary objectives of the project and how they align with organizational strategy.

- Objective 1:
- Objective 2:
- Objective 3:

3. Stakeholders



List the key stakeholders, roles, and responsibilities.

- Executive Sponsor:
- Project Manager:
- Data Science Team:
- IT / Infrastructure Team:
- End Users:

4. Functional Requirements

Outline the core functions the AI solution must deliver.

Examples:

- Automated data processing
- Predictive analytics and reporting
- Integration with existing CRM/ERP systems

5. Data Requirements

Identify data sources, availability, quality, and governance considerations.

- Data Sources (internal/external):
- Data Quality / Cleansing Needs:
- Compliance / Privacy Considerations:

6. Success Metrics

Define how success will be measured.

- KPI 1:
- KPI 2:
- KPI 3:

7. Risks & Constraints

Document known risks, constraints, and dependencies that could impact the project.

- Risk 1:
- Constraint 1:
- Dependency 1:

8. Approval Sign-Off

Include space for signatures or formal approval from key stakeholders.

- Executive Sponsor Signature / Date:
- Project Owner Signature / Date:

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