Digital Requirements Brief

Map the work before choosing a tool or building a digital feature.

1. Users and the task they need to complete

2. Current workflow and pain points

3. Required inputs, outputs and handovers

4. Essential features and what can wait

5. Data handling, access and review requirements

6. Test scenario, owner and evidence of success

Planning aid only. This is not a statutory form or professional tax, legal or accounting advice.

Use a summary for an initial enquiry. Share sensitive records only through agreed arrangements.