

PROJECT REQUIREMENTS TEMPLATE

Project #: Project Name

Date: 4/6/2014 Version: 1.0

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Purpose of Document

This document details the functional requirements for the {Project}. The requirements document is used to create the functional specifications document.

Scope Statement

Replicate scope statement from Statement of Work. Identify the full scope of the project. Briefly summarize the objectives.

Project Objectives

Replicate business objectives from Statement of Work.

Listed below are the high-level objectives of the {Project name} project:

Business Assumptions

Include all project assumptions.

- Appropriate technical resources will be available to complete coding efforts.
- Appropriate number of SME and other staff will be available during the design and testing.
- Development and test environments will be available, having sufficient space to address all project aspects.
- There will be sufficient customer base available during the testing phase of this project.

Risks

{Enter a description of the circumstances, conditions, or events that have the potential to undermine the success of the project. Quantifiable or quantitative results should be identified as well as steps to mitigate risks should also be identified here. -M}

Technical Considerations

{Enter Business Requirements that will drive specific aspects of the technical solution.} They may include any or all of the following descriptive elements:

System Performance

System Availability

Data Availability

Disaster Recovery

Security

Access/Connectivity (type; numbers)

Exception Processing

Usability

Standards (Corporate/Industry)

Volume/Traffic (estimates / number of users)

Target audience/users

Requirements

- 1. Business Objectives
 - a.
 - b.
 - C.

Reports

Reports will be tied to the business objectives and/or supporting information of the above objectives. Example - $\{XX\}R$.

Acknowledgement of Review

Both business owner and business sponsor must sign off on the requirements. The following individuals have reviewed and approved these business requirements. Signatures were obtained digitally and have been stored on the LAN along with project documentation. Please contact project management for proof signature.

Name

Title

Name

Title