

# COMPANY HEADER

## \$ Project Name \$ Requirements Overview

### Revision History (Template)

To complete this document, replace the variable (blue) information with the correct information for your project, then change the font color to 'automatic.' Help text (red) is provided for assistance and must be deleted before publishing the document. Do not delete any sections of this template. If a section does not apply, mark the section, "Not Applicable."

Use this Revision History for revisions to the Requirements Overview Template and complete the table below as indicated. Delete this page when completing the template for a project.

Document Version	Revision Date	Originator	Revision Description
1.0	xx-xx-20xx	Flo Samuels	Initial Release.

# COMPANY HEADER

## \$ Project Name \$ Requirements Overview

### Table of Contents

Revision History (Template) .....	i
<b>1. Document History .....</b>	<b>1</b>
<b>2. Introduction .....</b>	<b>1</b>
2.1. Document Purpose .....	1
2.2. Document Scope .....	1
2.3. Restrictions .....	1
2.4. Requirements .....	1
<b>3. Overview .....</b>	<b>1</b>
3.1. Project Background .....	1
3.2. Business Problem/Opportunity .....	1
3.3. Goals and Objectives .....	2
3.4. Scope .....	2
3.5. Project Management Team .....	2
3.6. Cross Functional Team - (Business Experts) .....	2
3.7. Stakeholders - (Management Level) .....	2
<b>4. Notations Used .....</b>	<b>3</b>
<b>5. References .....</b>	<b>3</b>
<b>6. Impact .....</b>	<b>3</b>
6.1. Internal .....	3
6.2. External .....	3
6.3. Other Projects .....	3
<b>7. Acceptance Criteria - .....</b>	<b>3</b>
<b>8. Business Rules .....</b>	<b>3</b>

# COMPANY HEADER

## \$ Project Name \$ Requirements Overview

### 1. Document History

*Use this Revision History for revisions to the Requirements Overview document. Complete the table below as indicated.*

Changes to Requirements must be reported to senior management on a periodic basis. Requirements and changes to requirements are maintained in the Requirements Management software system.

Document Version	Revision Date	Originator	Revision Description
1.0	xx-xx-20xx	Originator's name	Initial Release

### 2. Introduction

#### 2.1. Document Purpose

The purpose of these requirements specifications is to define the user requirements for the \$ Project Name \$ project.

#### 2.2. Document Scope

This document shall be used in the next phase of the Project Life Cycle to create the software development plan and design and testing requirements and documentation.

This Document will not contain design or testing documentation.

#### 2.3. Restrictions

No development or design shall be performed using this document with out approval from the stakeholders and QA.

#### 2.4. Requirements

Requirements are documented in the Requirements Management software system under the project's directory.

### 3. Overview

#### 3.1. Project Background

*Briefly describe the background of this project, not to exceed three paragraphs or one page. Include project purpose and project scope.*

#### 3.2. Business Problem/Opportunity

*If a Business Case exists, reference the Business Problem/Opportunity section from the Business Case and the path\Business Case file name.*

The Business Problem/Opportunities are in Section \$ x \$ in the Business Case located at \$ path\file name \$

*If there is no Business Case, answer the following:*

## **\$ Project Name \$ Requirements Overview**

Why is this project being proposed?

What problem(s) will it solve?

What revenue-enhancing or customer satisfaction opportunity does it address?

### **3.3. Goals and Objectives**

*If a Business Case exists, reference the Goals and Objectives section from the Business Case and the path\Business Case file name. These goals and objectives should be reviewed for relevance at each major milestone of the project.*

The Business Goals and Objectives are in Section \$ x \$ in the Business Case located at \$ path\file name \$.

*If there is no Business Case, answer the following:*

What are the long-term company goal(s) the system will address?

What are the specific, short-term, measurable objectives that the system must meet to realize the long-term goal.

### **3.4. Scope**

See **Scope** document or **Risk Management Plan** for Scope Inclusions and Exclusions.

### **3.5. Project Management Team**

Product or Project Manager (Requirements):	
Development Manager (Design to Release):	
SCM Representative:	
QA Representative:	

### **3.6. Cross Functional Team - (Business Experts)**

*List the Cross Functional Team members of this project. These team members provide both the first-level input and approval to the requirements stated in this document.*

<b>Department</b>	<b>Name and Title</b>	<b>Telephone and email</b>

### **3.7. Stakeholders - (Management Level)**

*The Cross Functional Team members are required to obtain second level approval e-mails from all stakeholders to this system as listed below. These e-mails indicate concurrence that the Requirements can move into the next phase of development.*

<b>Department</b>	<b>Name and Title</b>	<b>Telephone and email</b>

# **\$ Project Name \$ Requirements Overview**

## **4. Notations Used**

*Define any abbreviations or project related terms used in this document.*

## **5. References**

*List all materials that are referenced in the requirements specifications.*

## **6. Impact**

*Who will be impacted by this project and how? List Department(s), system(s), data storage(s), client(s) internal and external, workflow, and training. List the impact to each of them. Impact should relate to Actors in the Use Cases.*

### **6.1. Internal**

<b>Department</b>	<b>Impact Description</b>

### **6.2. External**

<b>Department</b>	<b>Impact Description</b>

### **6.3. Other Projects**

*Where will the system duplicate other projects such as duplicate functionality, divert resources, etc.?*

<b>Project</b>	<b>Impact Description</b>

## **7. Acceptance Criteria -**

*Based on the objectives and scope as defined in this and the Risk Management Plan document, what is the acceptance criteria to which this project can be released to production?*

## **8. Business Rules**

*Business rules are the written and unwritten rules that dictate how a company conducts its business. These rules are referenced in the Requirements Management software system document.*

### **Definition of Terms**

**#:** Sequentially number the Business Rules.

**Definition:** list the Business Rules that apply to the proposed system.

**Type:** Structural facts (Facts or conditions that must always be true.)

Action restricting (Prohibiting one or more actions based on a condition.)

Action triggering (Instigating an action when one or more conditions become true.)

## \$ Project Name \$ Requirements Overview

Inferences (Drawing a conclusion when one or more conditions become true.)

Calculations (Calculating one value given a set of other values.)

**Static/Dynamic:** Is the rule likely to change (Dynamic)? For example cash, check or credit card could change to check or credit card if theft increased.

**Source:** Where does the rule come from? Corporate, Legal (State, Federal or local law), system-specific?

#	Definition	Type	Static/Dynamic	Source