[Title of Project Request]

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| REQ No.  1 | Project  [Name] |

Abstract

| **Rev** | **Date** | **Author** | **Status** |
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Distribution List

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| **Reviewers** | **FYI** |
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# Introduction

# Related Documents/Links/People

References in the text throughout this document appear in square brackets (e.g., [1], [JS]).

| **Reference** | **Document/Link/Person/Application** |
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# Glossary

| **Term** | **Definition** |
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# Project Scope

## Goals and Objectives

## In Scope

## Out of Scope

## Assumptions

## Constraints

## Dependencies

## Risk

## Limitation

# Requirement

The following subsections define project requirements. Each requirement is labeled as follows:

* **ID.** The unique identifier for the requirement.
* **Requirement.** A clear and concise description of the requirement.
* **Source.** A cross-reference to the source of the requirement.
* **Cat**egory**.** A classification for the requirement using the selections from Table 1.

Table - Requirement Categories

| **Category** | **Description** |
| --- | --- |
| **M**andatory | Required minimum functionality. |
| **O**ptional | Nice to have and will be implemented if time permits. |
| **F**uture | Will not be implemented now but should be considered for a future enhancement. |
| **D**ropped | Requirement determined to be completely out of scope **after** baseline. |
| **E**xisting | Functionality already present in the software (for documentation purposes). |
| **Op**erational | Will not be addressed in the software (documented for training purposes). This requirement should have a related item in the issue list in order to identify an owner. |

| **ID** | **Requirement** | **Source** | **Cat** |
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# Question History

| **QA #** | **Question Description** | **Date/Status** |
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# Revision History

Changes to the text of this document are indicated by bars in the outside margin adjacent to the affected text.

| **Date** | **Change Description** |
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