**Determine requirements**

1- Project Overview:

* Provide a brief introduction to the project.
* Describe the purpose and goals of the project.
* Identify the key stakeholders involved

2- Project Scope:

* Clearly define the boundaries and limitations of the project.
* Identify the specific features, functionalities, and deliverables that are expected.
* Explain any excluded items or functionalities that will not be part of the project

3- User Requirements:

* Outline the needs, goals, and expectations of the end-users.
* Consider their perspectives, usability, and user experience.
* Document any specific user interface requirements or preferences.

4- Technical Requirements:

* Define any specific technologies, platforms, or software that should be used.
* Specify any hardware or software dependencies.
* Document any integration requirements with existing systems or external services.

5- Assumptions and Constraints:

* List any assumptions made during the requirement gathering process.
* Identify any constraints such as budget, time, resources, or regulatory compliance.

6- Acceptance Criteria:

* Clearly define the criteria that will be used to determine if the project is successfully completed.
* Provide measurable and specific benchmarks or metrics

7- Dependencies:

* Identify any external factors, dependencies, or stakeholders that may impact the project's success.
* Consider any legal, regulatory, or compliance requirements

8- Timeline and milestones:

* Provide an estimated timeline for the project.
* Identify key milestones or deliverables at various stages of the project