**<Project Title>**

Requirement Document

Version X.X

Revision History

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# Introduction

## Purpose

[Specify the purpose of this collection of Requirements.]

## Scope

[A brief description of the scope of this collection of **Requirements**; what Project(s) they are associated with and anything else that is affected or influenced by this document.]

## Contributors

[This subsection provides the list of resources and their initials used to create the information for **Requirements**.]

## Definitions, Acronyms and Abbreviations

[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Requirements**.]

# Overview

[This subsection describes what the rest of the **Requirement Document** contains and explains how the document is organized.]

## Current State

[This subsection describes the current functionality of the existing process or application for enhancements.]

## Future State Request

[This subsection describes the requester enhancements/change they would like to have changed for the process or application; these requests will be evaluated and added to the Functional Requirement section if feasible. This section will also list new requirements for non-existing processes or applications]

# Understanding the User Environment

* Who are the users?
* Which additional applications do you use that we need to interface with?
* What are your expectations for usability of the product?
* What are your expectations for training time?
* What kinds of hard copy and online documentation do you need?

# Assessing the Opportunity

* Who needs this application in your organization?
* How many of these types of users would use the application?
* How would you value a successful solution?

# Assessing Reliability, Performance, and Support Needs

* What are your expectations for reliability?
* What are your expectations for performance?
* Do you have special needs for support? What about maintenance and service access?
* What are the security requirements?

# Functional Requirements

[This subsection describes the deliverables needed to complete the request. General Requirements will define a list of deliverables that will not be detailed out in the other sections. User Interfaces will define any deliverables visible to the end user (reports, screens, etc.). Software Interfaces will define the deliverables not visible to the end user (tables layouts, system integration coding, etc.). Hardware Interfaces will define any deliverables for the infrastructure needed to complete the request]

## General Requirements

## User Interfaces

## Software Interfaces

## Hardware Interfaces

# Error Handling

# Questions and Issues

# Risks and Assumptions

# Signoff

Sign-off Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_