[Project name]

**Approval**

| **Business Owner/Stakeholder** | **Approved/Not Approved** | **Signature** | **Title** | **Date** |
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**Version Control**

| **Version** | **Name** | **Title** | **Contact Details** | **Date** | **Summary of Changes** |
| --- | --- | --- | --- | --- | --- |
| [Version] | [Name of Author] | [Title] | [Email Address] | [Date] | [Insert a description of the changes made to the document and the reasons for the change] |
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**Document Details**

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1. Introduction
   1. Purpose

The purpose of this document is to detail the functional and non-functional requirements stated by the stakeholders for <Project Name>……

* 1. Intended Audience

This document is intended to be read by:

* The Project Sponsor, Business Owner and Project Delegate and all other key business stakeholders to ensure that their requirements have been completely and accurately captured and understood and to sign off on the requirements of this project.
* The Project Team to use as a basis for technical specifications, test design and test plans.
* The Vendor for the evaluation and pricing of the solution. – [Delete this point if it is not applicable.]
  1. Definitions, Terminology, Acronyms and Abbreviations

Terms, acronyms and associated descriptions used within this document are contained in the following table:

| **Terminology** | **Definition/Description** |
| --- | --- |
| e.g. ANU | Australian National University |
|  |  |
|  |  |
|  |  |
| **Acronyms** | **Definition/Description** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Abbreviations** | **Definition/Description** |
|  |  |
|  |  |
|  |  |
|  |  |

* 1. Assumptions

[List assumptions which have been made]

* 1. Dependencies

[List the dependencies which have been identified]

* 1. Constraints

[List the constraints which exist]

1. Scope
   1. In scope

To meet the project objectives raised by the business and to realise the maximum possible tangible and intangible benefits, a broad range of activities will need to be undertaken including:

* 1. Out of Scope

The following are considered out of scope:

1. Business Context

For the business context of the project, please refer to the Business Requirement Specification **<Document Name>.** (Please refer to the section titled *‘*Related Documents*’* for the file path)

1. Business Goal/Objective

For the project goals and objectives, please refer to the Business Case document **<Document Name>.** (Please refer to the section titled *‘*Related Documents*’* for the file path)

1. Key Stakeholders

For details of stakeholder involvement, please refer to the document **<Document Name>.** (Please refer to the section titled ‘Related Documents’ for the file path)

1. Requirements Prioritisation

The requirements will be prioritized based on the MoSCoW technique which divides the requirements into the following four categories:

| **Priority Ranking** | **Description** |
| --- | --- |
| M – Must Have | Describes a requirement that must be satisfied in the final solution for the solution to be considered a success. |
| S – Should Have | Represents a high-priority item that should be included in the solution if it is possible. This is often a critical requirement but one which can be satisfied in other ways if strictly necessary. |
| C – Could Have | Describes a requirement which is considered desirable but not necessary. This will be included if time and resources permit. |
| W – Won’t Have | Represents a requirement that stakeholders have agreed will not be implemented in a given release, but may be considered for the future. |

1. Functional Requirements (FR)

[Document the requirements in the tabulated format provided below and add as required. For guidance on how to write a functional requirement, please refer to Appendix 1.]

**Function:** [E.g. Enroll Student]

|  |  |
| --- | --- |
| Functional Requirement ID | FR01 |
| Requirement Type | E.g. Validation |
| Priority | E.g. M |
| Requirement Definition | E.g. The system shall validate the student number entered against the university master list. If the student number is not found on the list, an error message shall be displayed and the student shall not be accepted as alumni. |
| Business Requirement Cross Reference | E.g. BR01 |
| Use Case Cross Reference | E.g. UC01 |
| Business Rules | E.g. Error message to be displayed is “Unable to locate student number. Please setup student details before proceeding with enrolment.” |
| Source | E.g. Workshop with Student Administration Office |

|  |  |
| --- | --- |
| Functional Requirement ID | FR02 |
| Requirement Type | E.g. Verification |
| Priority | E.g. M |
| Requirement Definition | E.g. The system shall retrieve and verify the student’s payment information from payment system. |
| Business Requirement Cross Reference | E.g. BR01 |
| Use Case Cross Reference | E.g. UC02 |
| Business Rules | - |
| Source | E.g. Workshop with Student Administration Office |

1. Non-Functional Requirements (NFR)

**Function:** [Name of function e.g. Enroll Student]

|  |  |
| --- | --- |
| Non-Functional Requirement ID | NFR01 |
| Requirement Type | E.g. Performance |
| Priority | E.g. H |
| Requirement Definition | E.g. The system shall complete the validation process in 1 minute. |
| Business Requirement Cross Reference | E.g. BR01 |
| Functional Requirement Cross Reference | E.g. FR01, FR02 |
| Use Case Cross Reference | E.g. UC01 |
| Business Rules | - |
| Source | E.g. Workshop with Student Administration Office |

|  |  |
| --- | --- |
| Non-Functional Requirement ID | NFR02 |
| Requirement Type |  |
| Priority |  |
| Requirement Definition |  |
| Business Requirement Cross Reference |  |
| Functional Requirement Cross Reference |  |
| Use Case Cross Reference |  |
| Business Rules |  |
| Source |  |

1. Appendix 1 - Guide to Writing Functional Requirements

The following are some guidelines that are useful to keep in mind when defining functional requirements.

* Keep sentences and paragraphs short.
* Use active voice, relevant terminology, proper grammar, spelling, and punctuation.
* Ensure that terms used are consistent throughout the document.
* Where it makes sense, provide definition/description of used terms.
* To see if a requirement statement is well defined, read it from the developer’s perspective.

There are a number of ways to structure a functional requirement. Generally, in a functional requirement, the following generic pattern will always be part of the syntax and additional conditions and triggers can be added as needed to provide more definition to the requirement.

**Illustration 1:**

Generic pattern: **The <system name> shall <behaviour>**

Example: The *ATM* shall *reject withdrawal requests*.

**Illustration 2:**

To define the requirement further, a condition is added to the generic pattern.

**The <system name> shall <behaviour>** if <condition> is <quality factor>

Example: The *ATM* shall *reject withdrawal requests* if *the amount requested* is *not divisible by 10*.

**Illustration 3:**

The requirement can also be written as an event driven syntax.

<Trigger> <optional precondition> **the <system name> shall <behaviour>**

Example: *When a withdrawal is requested* *and the amount requested is not divisible by 10*, the *ATM* shall *reject withdrawal requests*.

In all 3 illustrations above, note that the generic pattern is always maintained in the requirement.

1. Appendix 2 – [Name of document]

[Where applicable, attach documents that were developed with other tools that form part of or support the requirements specifications. Add Appendix as required.]