IT PROJECT MANAGEMENT

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Software Applications Requirements Documentation

- Requirements documents
  - Used to communicate the aims of a project in a clear, concise way to ensure all stakeholders are on the same page.
- Key Players
  - Customer
    - ultimately responsible for determining the requirements
    - The customers' needs are the origin of the project.
  - Project Manager
    - Responsible for delivering the solution to a problem
  - The Systems Analyst
    - uses analysis and design to satisfy business requirements using information technology.
  - The Marketing Manager
    - develops the marketing strategy for the project in line with its requirements.
  - The Product Manager
    - responsible for defining the why, when, and what of the product that the development team will build.

Software Applications Requirements Documentation

- Business Requirements Document (BRD) - Business Needs Specification
  - It details the problems that a product/service/system is trying to solve by logically listing high-level business requirements in relation to customers' needs.
  - Lists non-negotiable requirement and detailed features the project should provide
    - act as goals for the development team
  - Often includes:
    - An outline of the requirements of the project
    - Objectives of the project
    - A needs statement detailing why the project is needed and how it will meet those needs
    - Financial statements, demonstrating how the project will be funded and its effect on the company's balance sheet
    - Functional requirements and features
    - A SWOT analysis of the business and how the project fits into it
    - Personnel needs. Who do we want to work on the project?
    - Schedule, timeline and deadlines
    - A cost-benefit analysis
  - Normally a single page bulleted list
  - Prepared by Project Manager or Business Analyst.

Software Applications Requirements Documentation

▶ Functional Requirements Document (FRD)

  ▶ defines in logical terms, how a system or project will accomplish the requirements laid out in the BRD.

  ▶ It outlines the functionality of the system in detail by capturing the intended behaviour of the system, expressed as services, tasks or functions that the developers have agreed to provide.

  ▶ focuses on what users might observe when interacting with the system.

  ▶ sometimes includes screen mock-ups or wireframes to illustrate the system's design.

  ▶ Depending on the complexity, FRDs can vary in length from 10 pages to several hundred.

  ▶ normally written by the business analyst or systems analyst.

  ▶ Example

    ▶ *"When the user clicks the OK button, the dialog is closed and the user is returned to the main window in the state it was in before the dialog was displayed."*

Software Applications Requirements Documentation

- Market (Marketing) Requirements Document (MRD)
  - focuses on the target market's (User's) needs
  - It typically explains:
    - What the product is
    - who the target customers are
    - what products are in competition with it
    - and why customers are likely to want this product
  - An MRD typically includes:
    - A definition of the target market, an imagining of the potential buyer or user
    - A comprehensive list of market requirements the solution will need to satisfy
    - Indicators of success for each requirement
    - A prioritized list of requirements from your market's point of view
    - A timeframe for the product's launch
  - Prepared by Marketing manager or Product Manager

Software Applications Requirements Documentation

- Product Requirements Document (PRD)
  - used to communicate everything that must be included in a product release for it to be considered complete.
  - It is written from a user's point-of-view to understand what a product should do.
  - It usually includes the same content as an FRD, but with 'non-functional requirements' added
    - Non-functional Requirements include
      - reliability
      - security
      - scalability
- A typical PRD might contain:
  - Objectives for the product
  - Features
  - User experience (UX) flow & design notes
  - System and environment requirements
  - Assumptions, constraints & dependencies - What's expected as well as any limitations or obstacles that may impede the project's progress
  - Prepared by the product manager.