Project Name

High Level Requirements Document

Version n.n

Date

Project Identification

Project:	<#>
Prepared By:	<Insert Name>
Document Version:	<Insert version>
Published Date:	<Insert Date: month, day, year>

Contributors
The following individuals contributed to this document.

Name	Title

Distribution
This document is distributed to all the following people.

Name	Title

Referenced Documents
This document refers to the following materials

Version number	Title	Author	Date	Source / Location

Revision History

Version Number	Revision Date	Summary of Changes	Modified by

[Note: It is recommended that drafts be numbered 0.1 to 0.9, and that the first approved version be numbered 1.0. Thereafter, new version numbers will depend upon changes: 1.01, 1.1, etc for minor updates, 2.0, 3.0 etc for major changes.]

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1. Business Context Diagram

<Insert Diagram>   (Refer slides posted on Brightspace □ Lecture Review)

Requirement Scope Area	Description

External Entity	Description

Information Flows	Description

2. Requirements Scope Statements

HLR#	Description	Priority (H, M, L)
HLR01		
HLR02		
HLR03		

3. High Level Business Requirements Sign-Off

The undersigned acknowledge their agreement with the contents of Version <x.x> of the High-Level Requirements document for <Project Name>.

Following approval of this document, requirements changes will be governed by the project's change management process, including impact analysis and appropriate reviews and approvals, under the general control of the Project Plan and according to company policy. Approved Change Request Documents, if present, will be attached to this Requirements Document as updates.

Name	Project Role and Functional Area	Date Signed

* Note: physical signatures are not required. Email approvals are acceptable and should be appended to project documents.