General Instructions:

* This template can be used as the System Requirements Specification (SRS) template. Margins, Headers, text and page formatting are pre-filled for consistency in format. DO NOT MODIFY STYLES.
* Blue text is sample text. Select the appropriate value or remove.
* Delete or replace all red text in final version. All text must be black in the final version.
* Items in black text must be addressed, using “Not Applicable” with a brief rationale.

# PURPOSE

This document describes the business processes and needs, as well as the <Computer System Name> functional abilities to support Compliance Group’s deployment. The requirements contained in this document are intended to define general business needs.

This document is created in compliance with and under the guidance of procedure XXXXXXX, *Computer Software Assurance*.

# REQUIREMENTS NUMBERING STANDARDS

A numbering system is intended to provide a consistent means of reference for all requirements in this document and to organize them in logical groupings. The intent of a logical numbering system is to allow any requirement to be referenced in a software development lifecycle document with source traceability information embedded in the number.

Whether the below example is followed, or a different numbering convention is used, define it in this section. Avoid a long list of sequential number for maintainability. Requirements could use letters, number, ranges or anything else to create logical groups. Further, grouping like requirements simplifies the testing strategy later.

## Requirements Numbering Standard

The numbers assigned to requirements in this document take the form UR / FX / SX / NX<INTEGER>.

### UR – User Requirement

### NUR – Non-functional User Requirement

### SR/FR – System / Functional Requirement (Category 3)

### SC/FC – System / Functional Configuration (Category 4)

### SD/FD – System / Functional Design (Category 5)

### NFX – Non-functional

### INTEGER – A sequential number within a grouping of numbers

## Integers

1. Requirements Numbering

| **Range** | **Description** |
| --- | --- |
| ***Functional User Requirements*** | |
| 0100-0199 | Security / User Roles |
| 0200-0299 | Regulatory Requirements |
| 0300-0399 | General Functions |
| 0400-0499 | Business Function 1 |
| 0500-0599 | Business Function 2 |
| 0X00-0X99 | Business Function n |
| 0X00-0X99 | Reporting |
| 0X00-0X99 | Notifications |
| 0X00-0X99 |  |
| ***Non-functional User Requirements*** | |
| NF0X00-NF0X99 | Hardware |
| NF0X00-NF0X99 | Software |
| NF0X00-NF0X99 | Network |
| NF0X00-NF0X99 | Security |
| NF0X00-NF0X99 | Interface |
| NF0N00-NF0X99 | System Availability |
| NF0X00-NF0X99 |  |
| **Functional Requirements** | |
| FX0100-FX0199 | Record Types and Flows |
| FX0200-FX0299 | User Roles |
| FX0300-FX0399 | Regulatory Requirements |
| FX0400-FX0499 | Business Functional Group 1 |
| FX00-FXXX | Business Functional Group 2 |
| FX00-FXXX |  |
| FX00-FXXX |  |
| FX00-FXXX | Notifications |
| FX00-FXXX | Reporting |
| FX00-FXXX |  |
| FX00-FXXX |  |
| ***Non-functional*** | |
| NFX00-NFX00 | Hardware |
| NFX00-NFX00 | Software |
| NFX00-NFX00 | Network |
| NFX00-NFX00 | Security |
| NFX00-NFX00 | Interface |
| NFX00-NFX00 | Performance |

## Sub-requirements

Requirements many have a relationship (parent / child) that can use the same requirements number. When used, a decimal point is added to the end. As an example: FD0314, FD0314.1, FD0314.2, FD0314.3.

Requirements in this document denoted with <a decimal point / other> indicate a relationship with a higher-level requirement.

# DEFINITIONS

Items under this section should be listed in alphabetical order. The term should be bold with the definition not bold. All acronyms used in the body of the SOP must be identified in this section. If definitions or acronyms are not included, indicated “Not Applicable.”

ONLY define terms unique to the system. Do not repeat anything defined in any SOP.

## NCR – Nonconformance Report

## CAPA – Corrective Action / Preventive Action

# BUSINESS PROCESS OVERVIEW

Describe the main / critical business functions. Give a brief explanation of any process, property, function or GxP records that will be created, supported and / or maintained by the system.

## Business Function(s) Diagram

Provide a brief overview of the business processes to be managed by the computer system (e.g. warehousing, complaints, QC control, calibrations). Include a diagram if possible. This may come from or get reused in the V/AP (template XXXXXXX).

## Business Scenario(s) Diagram

Provide a brief description of the processes to be automated within the functional areas above. If possible, provide a diagram or a schematic to better clarify the business areas.

# USER REQUIREMENTS

If user requirements are not planned, rather relying on functional only:

* Delete everything in section 5.0 below
* Use “System” instead of “Functional” requirements
* Include the following statement

User requirements were not prepared for the <Computer System Name>. The system requirements were defined with sufficient detail to address both business needs and the system’s operational behaviors.

This section details requirements for <Computer System Name> grouped by key business processes.

## Functional User Requirements

### Platform Requirements

This section may be used for any system that utilizes a modular approach with a hub of functions at the platform level.

1. Platform Requirements

| **Req #** | **Description** |
| --- | --- |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |

### Security / User Roles

Add user roles specific to any modules or workflows. Insert a new row for each role. This table format is reference. Adjust to suit the system’s needs.

1. Security / User Roles

| **Req #** | **Role** | **Description** |
| --- | --- | --- |
| UR0X00 | View | The system shall feature a View-only role with no edit / change permissions. |
| UR0X00 |  |  |
| UR0X00 |  |  |
| UR0X00 | Administrator | The system shall allow the Administrator to set user authorization for roles. |
| UR0X00 | Administrator | The system shall allow the Administrator to update user profiles. |
| UR0X00 | Administrator | The system shall allow the Administrator to reset passwords for other users. |
| UR0X00 |  |  |

### Regulatory Requirements

These examples are identical to the ones in the functional section. The recommended approach is to use the FS for these requirements, unless it is a SaaS solution, and the vendor is providing the FS. If both user and functional requirements are in scope of the project, use a high-level requirement for ERES, like the one defined in the first row below of the Electronic Records table and in the Electronic Signatures table.

* Electronic Records

1. Electronic Records

| **Req #** | **Description** |
| --- | --- |
| UR0XXX | The system shall comply with global electronic records and electronic signature requirements to ensure their authenticity and integrity, including audit trail functionality that independently and automatically records a user’s actions when creating, modifying or deleting records. The audit trail must be secure computer generated, must not overwrite changes (preserving the before and after values) and must be human-readable, printable and available for inspection. |
| UR0X0X | The system shall provide a secure, computer-generated, time-stamped audit trail to independently record the unique user, along with date and time stamps of operator actions that create, modify or delete electronic records. |
| UR0X00 | The system shall feature an audit trail that ensures the original record, along with the initial date and time stamp, is not lost and that the record, along with the date and time stamp of any and all modifications, is preserved and recorded with a reason for the change. |
| UR0X00 | The system shall prevent modification or deletion of audit trail records. |
| UR0X00 | The system shall generate the audit trail automatically. |
| UR0X00 | The system creates and audit trail for all entries and actions that create, modify or delete data that has been determined to have regulatory impact. |
| UR0X00 | The system shall prevent disabling of the audit trail. |
| UR0X00 | The system’s date and time shall be protected from unauthorized changes. |
| UR0X00 | The system’s printed copies of electronically complied and electronically signed documents should be traceable via printed links to the original transaction. |
| UR0X00 |  |
| UR0X00 |  |

* Electronic Signatures

1. Electronic Signatures

| **Req #** | **Description** |
| --- | --- |
| UR0XXX | The system shall utilize electronic signature functionality based on <a User ID and Password / A User ID and Token Card / biometrics> and the signature must be indelibly linked to the associated unique record with a date/time stamp and meaning. |
| UR0X00 | The system’s electronic signatures executed to electronic records shall be linked to their respective electronic records. The system shall also protect linked signatures from deletion, copying or transfer. |
| UR0X00 | The system’s electronic signatures shall contain at least two distinct identification components, such as a user ID and password. |
| UR0X00 | The system’s signatures based on biometrics shall require a minimum of one biometric control. |
| UR0X00 | The system’s signed electronic records shall contain the printed name (minimal first initial and full family name) of the signer. |
| UR0X00 | The system’s electronic signatures shall inherit the system’s date and time for a linked date and time stamp. |
| UR0X00 | The system shall require the meaning of the signature (e.g. approved, reviewed, rejected). |
| UR0X00 | The system shall require the use of all signature components (e.g. user ID and password) for each signing, when multiple signings are executed during a continuous period of system access. |
| UR0X00 |  |
| UR0X00 |  |

### General Requirements

Insert rows as needed and build requirements for general business functionality.

1. General Requirements

| **Req #** | **Description** |
| --- | --- |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| URXXXX |  |

### Business <Functional Group 1> Requirements

Insert rows as needed and build requirements for business functionality.

1. General Requirements 1

| **Req #** | **Description** |
| --- | --- |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |

### Business <Functional Group 2> Requirements

Insert rows as needed and build requirements for business functionality.

1. Business Requirements 2

| **Req #** | **Description** |
| --- | --- |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |

### Business <Functional Group n> Requirements

Insert rows as needed and build requirements for business functionality.

1. Business Requirements

| **Req #** | **Description** |
| --- | --- |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |

### Notification Requirements

Add high-level notification requirements, such as when records are in certain states.

1. Notification Requirements

| **Req #** | **Description** |
| --- | --- |
| UR0X00 | The system shall generate automatic email notifications users when records are pending a user’s approval. |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |

### Reporting Requirements

Insert rows as needed and build requirements for report types needed by the business.

1. Reporting Requirements

| **Req #** | **Description** |
| --- | --- |
| UR0X00 | The system shall feature a CAPA Aging report to display records that are aging from 30 to 90 days. |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |
| UR0X00 |  |

## Non-Functional User Requirements

This can be addressed in the User or Functional sections but is not required in both.

### Technical Requirements

* Hardware Requirements

Add a row for each unique requirement.

1. Hardware Requirements

| **Req #** | **Description** |
| --- | --- |
| NUR0X00 | The system shall be compatible with the Compliance Group standard client. |
| NUR0X00 | The system shall be able to run on a cloud platform. |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |

* Software Requirements

Add a row for each unique requirement.

1. Software Requirements

| **Req #** | **Description** |
| --- | --- |
| NUR0X00 | The system shall be compatible with the Compliance Group standard client software. |
| NUR0X00 | The system shall require Visio 2019. |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |

* Network Requirements

Add a row for each unique requirement.

1. Network Requirements

| **Req #** | **Description** |
| --- | --- |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |

* Security Requirements

Add a row for each unique requirement.

1. Security Requirements

| **Req #** | **Description** |
| --- | --- |
| NUR0X00 | The system shall authenticate |
| NUR0X00 | Access to the system is restricted to authorized individuals, including contractors and other non- personnel based on their role. |
| NUR0X00 | All system users must be authenticated prior to assessing the application and/or data |
| NUR0X00 | All Administrative/support users must be authenticated prior to accessing the application and/or data |
| NUR0X00 | Each user is uniquely identified and authentication to enter the system contains at least two distinct identification components (e.g. login ID and password). |
| NUR0X00 | The system shall logoff users after XX minutes of inactivity. Users must re-supply user credentials (login ID and password) to gain system access. |
| NUR0X00 | System access is automatically denied when a user exceeds X allowed login attempts to access the system. |
| NUR0X00 | System user accounts shall be deactivated if in a disabled state for a period of 90 days |
| NUR0X00 | It must not be possible to change the password within the application. |
| NUR0X00 | The system must not display the authentication password in clear text on the screen when entered |
| NUR0X00 | The system shall ensure that passwords contain a sufficient number of characters and contain a combination of letters, numbers, and a special character. |
| NUR0X00 | Users must not have the ability to save passwords for the intent of bypassing future log-ins (e.g. save password check box) |
| NUR0X00 | The system shall require first-time users to change the default password upon initial entry into the domain. |
| NUR0X00 | The system shall allow users to change the password when they think the password is compromised, after a password reset or after receiving an initial password. |
| NUR0X00 | The system must have the ability to restrict passwords which don’t meet Compliance Group password rules. |
| NUR0X00 | LDAP will be used to authenticate the login to the Active Directory login/password. |
| NUR0X00 | The system shall be able to provide data downloads of all user profile database fields when requested by an authorized user. |
| NUR0X00 | Incremental backups of each system database shall be performed daily or more frequently as needed. Weekly backups of the entire system (all components) shall be performed during low usage periods. |
| NUR0X00 | There is a controlled, documented process for granting access to a new user, changing privileges, locking or unlocking, or inactivating an existing user. |

* Interface Requirements

Add a row for each unique requirement.

1. Interface Requirements

| **Req #** | **Description** |
| --- | --- |
| NUR0X00 | The system shall interface with SolidWorks to received part drawing information. |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |

* Availability / Performance Requirements

Add a row for each unique requirement. Remove section if there are no Performance Requirements. Remove any blank rows. Response times are not recommended unless absolutely needed. Suggested to make the UR that response times will be measured for key functions with zero load as a baseline and when significant changes are made.

1. Availability /Performance Requirements

| **Req #** | **Description** |
| --- | --- |
| NUR0X00 | A system <shall / shall not> require a Disaster Recovery environment. |
| NUR0X00 | A system <shall / shall not> require a Disaster Recovery Plan. |
| NUR0X00 | The system, as a SaaS solution, shall require a Service Level Agreement (SLA) which addresses:   * Issue reporting, tracking and closure * Item N1 * Item N2 |
| NUR0X00 |  |
| NUR0X00 |  |

* Procedural Requirements

Add a row for each unique requirement. Indicate the topics to be addressed / required.

1. Procedural Compliance Requirements

| **Req #** | **Description** |
| --- | --- |
| NUR0X00 | The System shall ensure that each electronic signature shall be unique to one individual and shall not be re-used by, or re-assigned to anyone else |
| NUR0X00 | A procedure shall be defined where electronic signatures assignment and removal are rigorously managed |
| NUR0X00 | Prior to the organization establishing, assigning, certifying, or otherwise sanctioning the individual electronic signature, the identity of the individual shall be defined in a specified procedure |
| NUR0X00 | Printed copies of electronically compiled and electronically signed documents should be traceable via printed links to the original electronic transaction |
| NUR0X00 | The paper Records created through the System and signed manually shall include an univocal link to the relevant Electronic Record |
| NUR0X00 | The electronic records and audit trail produced by the system must be kept for the required retention period. |
| NUR0X00 | All audit trail documentation shall be retained for a period at least as long as that required for the subject electronic records. |
| NUR0X00 | The retained records shall be protected against accidental deletion and modification. |
| NUR0X00 | All retained data shall be readily available and can be viewed and printed in human readable format. |
| NUR0X00 | The system shall be able to generate an accurate and complete copy of the record in an electronic format. |
| NUR0X00 | Controls are in place maintaining the uniqueness of each combined identification code and password. |
| NUR0X00 | Controls are in place to disable an identification code and password in case of unauthorized use and security incidents. |
| NUR0X00 | Passwords are encrypted. |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |

### Records Hierarchy / Structure

The users of the system need to capture, update, and track information in support of the business process. The diagram below depicts the logical relationship between the records in the workflow.



### Business Constraints

Describe any business-critical items for proper functioning. This is not necessarily tested, but is important to define business impact.

The system is dependent on data received from the XXXXX system. Should this interface fail, it would be non-operational.

# Functional <System> Requirements

## <Functional / System>

### Record Workflows

This section is intended to introduce the record types and the workflows followed through the system. Showing how records progress through the system fosters a better understanding. Revise or create process flows (examples below) to reflect the actual system workflow.

1. Record Workflows

| **Req #** | **Description** |
| --- | --- |
| FD0100 | Record A Name |
| FC0101 | Record B Name |
| FXXX | Record C |
| FXXX | Record D |
| FXXX |  |
| FXXXX |  |

### Platform Requirements

This section may be used for any system that utilizes a modular approach with a hub of functions at the platform level.

1. Platform Requirements

| **Req #** | **Description** |
| --- | --- |
| FXXX |  |
| FXXX |  |
| FXXX |  |
| FXXX |  |

### User Roles and Permissions

Use this section to define each role and a more granular level of what rights come with it. If it is matrixed, include the matrix or denote the next role inherits the pervious role’s right plus.

1. User Roles Requirements

| **Req #** | **Description** |
| --- | --- |
| FXXX | The system supports the following matrix-based permissions.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **User Role Matrix** | | | | | | | Role | Record A | Record B | Record C | Record D | Record X | | Viewer |  |  |  |  |  | | Initiator |  |  |  |  |  | |
| FXXX |  |
| FXXX |  |
| FXXX |  |

### Regulatory Requirements

* Electronic Records

These examples are identical to the ones in the user section. The recommended approach is to use the FS for these requirements, unless it is a SaaS solution, and the vendor is providing the FS. If both user and functional requirements are in scope of the project, use a high-level requirement for ERES, like the one defined in the first row of the user Electronic Records table and in the Electronic Signatures table.

1. Electronic Records

| **Req #** | **Description** |
| --- | --- |
| FXXX | The system shall provide a secure, computer-generated, time-stamped audit trail to independently record the unique user, along with date and time stamps of operator actions that create, modify or delete electronic records. |
| FXXX | The system shall feature an audit trail that ensures the original record, along with the initial date and time stamp, is not lost and that the record, along with the date and time stamp of any and all modifications, is preserved and recorded with a reason for the change. |
| FXXX | The system shall prevent modification or deletion of audit trail records. |
| FXXX | The system shall generate the audit trail automatically. |
| FXXX | The system creates and audit trail for all entries and actions that create, modify or delete data that has been determined to have regulatory impact. |
| FXXX | The system shall prevent disabling of the audit trail. |
| FXXX | The system’s date and time shall be protected from unauthorized changes. |
| FXXX | The system’s printed copies of electronically complied and electronically signed documents should be traceable via printed links to the original transaction. |
| FXXX |  |
| FXXX |  |

* Electronic Signatures

1. Electronic Signatures

| **Req #** | **Description** |
| --- | --- |
| FXXX | The system’s electronic signatures executed to electronic records shall be linked to their respective electronic records. The system shall also protect linked signatures from deletion, copying or transfer. |
| FXXX | The system’s electronic signatures shall contain at least two distinct identification components, such as a user ID and password. |
| FXXX | The system’s signatures based on biometrics shall require a minimum of one biometric control. |
| FXXX | The system’s signed electronic records shall contain the printed name (minimal first initial and full family name) of the signer. |
| FXXX | The system’s electronic signatures shall inherit the system’s date and time for a linked date and time stamp. |
| FXXX | The system shall require the meaning of the signature (e.g. approved, reviewed, rejected). |
| FXXX | The system shall require the use of all signature components (e.g. user ID and password) for each signing, when multiple signings are executed during a continuous period of system access. |
| FXXX |  |
| FXXX |  |

### General Functions

This section may be used for requirements that apply system-wide.

1. General Requirements

| **Req #** | **Description** |
| --- | --- |
| FXXX |  |
| FXXX |  |
| FXXX |  |
| FXXX |  |

### <Functional Group 1> Requirements

Insert rows and tables as needed and build requirements for business functionality.

1. <Functional Group 1> Requirements

| **Req #** | **Description** |
| --- | --- |
| FXXX |  |
| FXXX |  |
| FXXX |  |
| FXXX |  |
| FXXX |  |

### <Functional Group 2> Requirements

Insert rows and tables as needed and build requirements for business functionality.

1. <Functional Group 2> Requirements

| **Req #** | **Description** |
| --- | --- |
| FXXX |  |
| FXXX |  |
| FXXX |  |
| FXXX |  |
| FXXX |  |

### <Functional Group n> Requirements

Insert rows as needed and build requirements for general business functionality.

1. <Functional Group n> Requirements

| **Req #** | **Description** |
| --- | --- |
| FXXX |  |
| FXXX |  |
| FXXX |  |
| FXXX |  |

### Notification Requirements

Add high-level notification requirements, such as when records are in certain states.

1. Notification Requirements

| **Req #** | **Requirement** | **Notifications** | |
| --- | --- | --- | --- |
| FXXX | The system shall provide a notification when a CAPA Investigation is due in 14 days. | **Notification is sent when:** | Investigation Plan Approval date plus 30 days. |
| **Recipients:** | Owner  QA Approved |
| **Delivery Method** | Outlook |
| **Subject Line:** | Investigation Record <XXXXXX> is due in 14 days. |
| **Body:** | You are the owner of Investigation Record <XXXXX>, initiated on DD-MMM-YYYY. The Investigation must be submitted for approval no later than DD-MMM-YYYY. If you have any concerns about the Due Date, please contact your AQ Approver, <NAME>. |
| **Frequency:** | On trigger |
| FXXX |  | **Notification is sent when:** |  |
| **Recipients:** |  |
| **Method** |  |
| **Subject Line:** |  |
| **Body:** |  |
| **Frequency:** |  |
| FXXX |  | **Notification is sent when:** |  |
| **Recipients:** |  |
| **Method** |  |
| **Subject Line:** |  |
| **Body:** |  |
| **Frequency:** |  |

### Reporting Requirements

Insert rows as needed and build requirements for details of each report, such as displayed fields, export types, etc.

1. Reporting Requirements

| **Req #** | **Description** |
| --- | --- |
| FXXX | The system shall feature a CAPA Aging report to display records that are aging from 30 to 90 days. It shall include the following fields and can be exported as Excel or PDF.   * Record Number * Summary Description * Product Impacted (Y/N) * Record Owner * Quality Approver * Date Initiated * Number of Approved Extensions * Date of Last Extension Request * Original Due Date * New Due Date * Aging (in days) |
| FXXX |  |
| FXXX |  |
| FXXX |  |

## Non-functional

### Technical Requirements

* Hardware Requirements

Add a row for each unique requirement. This section may be addressed in the user requirements section or the configuration / design specification. If so, make the appropriate reference and delete the table.

1. Hardware Requirements

| **Req #** | **Description** |
| --- | --- |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |

* Software Requirements

Add a row for each unique requirement. This section may be addressed in the user requirements section or configuration / design specification. If so, make the appropriate reference and delete the table.

1. Software Requirements

| **Req #** | **Description** |
| --- | --- |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |

* Network Requirements

Add a row for each unique requirement. This section may be addressed in the user requirements section or configuration / design specification. If so, make the appropriate reference and delete the table.

1. Network Requirements

| **Req #** | **Description** |
| --- | --- |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |

* Security Requirements

Add a row for each unique requirement. Most requirements below can be deleted if Active Directory is used. If defined in the user requirements, remove this section.

1. Security Requirements

| **Req #** | **Description** |
| --- | --- |
| NFX0X00 | The system shall require a minimum password length of eight (8). |
| NFX0X00 | The system shall require a password with a minimum of one of each: upper case letter, lower case letter, number and special character. |
| NFX0X00 | The system shall force users to change their password every 90 days or less. |
| NFX0X00 | The system must restrict password reuse, with, with a minimum of four (4) iterations until reuse is allowed. |
| NFX0X00 | The system must require new passwords to differ from old passwords by at least one (1) character. |
| NFX0X00 | The system shall allow administrators to reset passwords, but if the new password is provided by the administrator, the system must require the user to change it upon entry. |
| NFX0X00 | The system shall require passwords to be encrypted. |
| NFX0X00 | The system shall use LDAP for user authentication.  Keep this requirement if Active Directory is used. |
| NFX0X00 |  |
| NFX0X00 |  |

* Interface Requirements

Add a row for each unique requirement.

1. Interface Requirements

| **Req #** | **Description** |
| --- | --- |
| **Inbound** | |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| **Outbound** | |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |
| **Bi-directional** | |
| NUR0X00 |  |
| NUR0X00 |  |
| NUR0X00 |  |

* System Availability / Performance Requirements

Add a row for each unique requirement. This section may be addressed in the user requirements section. If so, make the appropriate reference and delete the table.

1. System Availability / Performance Requirements

| **Req #** | **Description** |
| --- | --- |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |
| NFX0X00 |  |

### Functional Constraints

Describe any technical critical items for proper functioning or key consideration.

The system requires technical integration with the XXXXX database and has a fail-over component.

# APPENDICES

Not applicable.

# REFERENCES

## Internal References

XXXXXXXX Computer Software Assurance

## External References

Not applicable.