Features (Functional Requirements)
- What things should the solution do?
    - *Ask the client to rank features into categories of importance.*
        - What needs to be searched?
        - What needs to be sorted?
        - Does anything need to be displayed?
        - Does anything need to be sent?
        - *This helps define features to be built, and help group the rest into different stages of development (scope).*
    - *Will help writing up requirements and context diagram.*
- Does the solution need to have permission levels/restricted access? *(Contains financial/employee information?)*
- How does the system currently work? What does it do
- **AND** what does the new one need to do [CHANGES]
- How should respond to anticipated error conditions/invalid inputs

Constraints
Technical Factors
- The speed of processing required? *How many clicks or seconds to complete a task?*
- How much disk space/memory is available?
- What are the limitations of the current hardware/operating systems?
- How and what types of files are shared between related systems? *(File formats must be compatible.)*
- What data needs to be encrypted?
    - How should it be encrypted? *(Password, single sign-on)*
Social Factors
- Level of expertise of users?
- Availability of technical support staff?
- Availability of equipment?
- Additional features to cater to physical impairment?
Legal Requirements
- What is the company's privacy policy? *What must be done data-wise to adhere to this?*
Usability Factor
- In what specific ways should the solution perform?
- Ease of use of UI?

Data Flow, Functions, and Output
- **A set of raw data** (list of data needed to develop and test the solution)?
- What data needs to be stored? (Versus just calculated/used and disposed of)?
- When would the user need to…
    - Edit the data in the list?
    - Add new data to the list?
    - Delete data from the list?
- Any extra data sets coming from somewhere else?
- Will you need to search through the data – looking for what?
- Will you need to sort your data – based on what criteria will this be done?
- Will you produce an output – printed, onscreen, e.g. order form, sales summary etc.?
- Who else has input into their current system? External entities (third party e.g. suppliers, consumers etc.)
- How should data be validated? *What data should be accepted/rejected?*

Other
- Audience… describe the expected users…
    - Frequency of use
    - Subset of product functions used
    - Technical expertise
    - Security/privilege levels
    - Educational levels
    - Experience
    - Provides reasons why specific requirements are stated later in this doc.

Purpose
- For [target customer]
- Who [needs what]
- The [product name] is a [product catagory]
- That [key benefit, reason for use]
- Unlike [the current system…]
- This product [advantages of new product]

Scope
- Short desc. Of software incl…
    - Purpose (what is system is being covered)
    - Relevant benefits
    - Objectives
    - Goals
    - Relation to corporate goals/business strategies
    - What will and wont the software do!
- Operating environment
    - Hardware platform {laptop/desktop pc}
    - OS {windows NT (7 minimum)?}
    - Any applications to interface with? (excel as output?) any apps used on PC?
    - Physical location of users and hardware

Design (Non-Functional Requirements)
- How should it appear?
    - What should the layout look like?
    - General design?
    - Colour scheme?
    - What branding should appear?
    - Do they have a design language to adhere to?
- Who else may have input into the design/layout?
- Will users use the solution via mobile device or only desktop?
- Can the data be stored locally, or must be kept in the cloud?
- How fast must it respond (clicks to do things?)
- Must it be portable? {yes, in case move to ios}
- How robust… what inputs should be validated?
- Maintainability-- will the Op. environment change?
- Maint2-- Must the solution be updated frequently?