

[illegible]

# Functional Requirements Document Authorization Memorandum

I have carefully assessed the Functional Requirements Document for the < PROJECT NAME >.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_ The document is accepted.

\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_ The document is not accepted.

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We fully accept the changes as needed improvements and authorize initiation of work to proceed.  
Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_  
NAME  
Project Manager

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME  
Director

\_\_\_\_\_  
DATE

*Add other names and roles as necessary.*

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## 1.0 INTRODUCTION

### 1.1 Purpose

Provide purpose of Functional Requirements document, tailored to fit the needs of your particular project.

## 2.0 BUSINESS REQUIREMENTS OVERVIEW

What business requirements will the project work fulfill? How / where will the project product fit into any existing requirements?

### 2.1 Assumptions and Constraints

Detail all assumptions / constraints related to Business Requirements Overview.

## 3.0 FUNCTIONAL REQUIREMENTS AND USER IMPACTS

How will user requirements be satisfied?

### 3.1 Usability Requirements

Discuss ease of learning, task efficiency, ease of use, appearance, etc.

### 3.2 Performance Requirements

Discuss reliability, speed, safety, precision, scalability, etc.

### 3.3 Supportability Requirements

Discuss training, documentation, staff, equipment, facilities, etc.

### 3.4 Security Requirements

Discuss user id, authentication, privacy, security audits, etc.

### 3.5 Interface Requirements

Discuss navigation, functionality, location of interface elements, display, etc.

### 3.6 Assumptions / Constraints

Detail all assumptions / constraints related to Functional Requirements and User Impacts.

## **4.0 COMPLIANCE REQUIREMENTS**

### **4.1 Assumptions / Constraints**

Detail all assumptions / constraints related to Compliance Requirements.

**APPENDIX A: REFERENCES**

Listed below are all documents referenced in this Functional Requirements document.

REFERENCES		
DOCUMENT NAME	DESCRIPTION	LOCATION

APPENDIX B: KEY TERMS

Listed below are definitions for terms relevant to this Functional Requirements document.

KEY TERMS	
TERM	DEFINITION

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