

Requirements Gathering

Step 1: Identify Subject Matter Experts (Requirements Owner)

Step 2: Discuss Requirements

Workshop

Conference Call

Business Requirements Document (BRD)

1. Business Problem/Need
2. Project Goals and Benefits
3. Critical Success Factors
4. Assumptions and Restrictions
5. Current Processes
6. Description of Requirement
7. Performance and Non Functional Requirements
8. Information Security Requirements
9. Regulatory, Audit and Data Retention Requirements

Step 3: Write FRD

Functional Requirements Document (FRD)

1. Impact Analysis
2. User Interface Design
3. System Interface Design
4. System Specification
5. Performance and Non-Functional Requirements
6. Information Security
7. Regulatory, Audit and Data Retention Requirements