# [Project Name]

# Functional Specification

## Change Log

|  |  |  |
| --- | --- | --- |
| Version | Author | Notes |
| 1.0 |  |  |

## Project Summary

It’s always good to have a summary of the project to help the readers understand the context of the spec.

## [Team Name]

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Task | Systems | Estimate |
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|  |  |  |  |

## [Team Name]

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Task | Systems | Estimate |
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|  |  |  |  |

## Out of Scope/Not Impacted Requirements

Requirements are a function of what the project needs and don’t always reflect or take into account what the systems can already do. In this case, a section that calls out which requirements can already be achieved by the system is useful in having a complete traceability back to the requirements doc.