**Functional Requirements**

Functional requirements relate to a product’s functionality: its capabilities, usability, features, and operations as they relate to the intended purpose of the product. Often, functional requirements are clearly referenced as such in Functional Requirements Documentation (FRD). While a Statement of Work (SOW) outlines the high-level goals and requirements of the desired product; an FRD provides a more in-depth elaboration of these requirements, which are gathered as soon as a project kicks off and up until a project begins production.

**Non-functional Requirements**

Non-functional requirements encompass anything not related to a product’s functionality: its performance, stability, security, and technical specifications, to name just a few types of non-functional requirements in the digital industry.

We will also look at the importance of requirements management:

* + Requirements documentation serve as a point of reference to the evolution of a project, its moving parts, and its implementation
  + Requirements documentation serves as a blueprint for the client to better understand what to expect out of the project (the what, where, when, and why of the project)

**Requirements Annotations**

It is critical that you have annotations of the project that you are working on. These annotations entrench a visual representation of the project you are working on. For example, the Mzamomtsha Primary School website may be made up with the following annotations:

* + Home Page
  + Landing Page
  + About Us Page

Information Gathering Techniques

1. Interviews
2. Questionnaires
3. Observation
4. Reading

**Collecting Data**

Data collection can be done through some of the methods stated below:

* + Personal interviews
  + Questionnaires
  + Detailed observation
  + Group discussions
  + Internet data
  + Books and guides
  + Experiments and observation