Requirements Analysis Document

# 1. Purpose

What is this document for? Why should someone read it?

# 2. Project Description

What is the project called? What will it produce? What will the product accomplish?

# 3. Business Drivers

Why is it being done? What benefits are being targeted?

# 4. Key Contacts

Who is involved in the project and what roles do they have?

# 5. Business Requirements

What does the project need to accomplish?

# 6. Document Signoff

Who needs to agree to this document?

# 7. Document History

What is the history of changes to this document, and version numbers?