User Requirements Specification

[Project Name]

Author: [Author]

Date: [yyyymmdd]

Version: [#.#]

Operator notes:

All instructional text is displayed in blue font colour in the template. These should be deleted prior to the document being distributed for review and approval.

Update text within square brackets which is placeholder text with relevant text.

E.g. [yyyymmdd] should be changed to latest date 20130305

Use this basic structure and type sizing for all your covers. Do not manipulate or rescale any of the graphic components. Use initial caps in your headings with capital letters for proper nouns only.

# Document Control

**Document location**

| Location |
| --- |
|  |

**Author**

| Position | Name | Contact no |
| --- | --- | --- |
| PM | Đinh Dương Hải | * Product manager * Leader, building product development * Manage all activities of the product |
| BA | Phạm Thị Anh Thư  Huỳnh Thị Ngọc Bích | * Support for project planning * Working with specialist departments, partners and developers to analyze user requirements * Transfer of information to internal teams |
| DEV | Trần Thị Minh Tâm  Trần Thị Như Hiếu  Nguyễn Thị Anh Đào  Võ Hữu Hiếu  Lê Quốc Bảo  Lê Tiến Phúc  Nguyễn Thị Mỹ | * Design * Acting at the request of the customer |
| Tester | Phạm Thị Anh Thư  Huỳnh Thị Ngọc Bích | * Testing |
|  |  |  |

**Revision history**

| Version | Issue date | Author/editor | Description/Summary of changes |
| --- | --- | --- | --- |
| 1.0 | 5/09/2016 | Đinh Dương Hải | Setting enviroment |
| 1.1 | 5/09/2016 | Đinh Dương Hải | Total requirement customer |

**Reviewed by**

| Version | Issue date | Name | Position | Review date |
| --- | --- | --- | --- | --- |
| 1.0 | 5/09/2016 | Trần Thị Như Hiếu | Dev | 10/9/2016 |
| 1.1 | 5/9/2016 | Nguyễn Thị Anh Đào | Dev | 10/0/2016 |
|  |  |  |  |  |

**Approvals**

Approval refers to the approver’s acceptance of the content and overall intention of this document, including acceptance of any commitments described in order to successfully deliver the initiative. The approver, where relevant, also confirms that this document complies with relevant strategies, policies and regulatory requirements.

| Version | Issue date | Name | Position | Approval date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Related documents**

| Document | Location |
| --- | --- |
|  |  |

# Table of Contents

[1 INTRODUCTION 4](#_Toc343815618)

[1.1 Objectives 4](#_Toc343815619)

[1.2 History 4](#_Toc343815620)

[1.3 Scope 4](#_Toc343815621)

[1.3.1 Organisational / Functional Areas Affected 4](#_Toc343815622)

[1.3.2 Inclusions 4](#_Toc343815623)

[1.3.3 Exclusions 4](#_Toc343815624)

[1.4 Assumptions 4](#_Toc343815625)

[1.5 Issues 4](#_Toc343815626)

[1.6 Approach 4](#_Toc343815627)

[1.7 Structure and Strategy 4](#_Toc343815628)

[1.7.1 Organisational Environment 4](#_Toc343815629)

[1.7.2 Business Environment 4](#_Toc343815630)

[1.7.3 User Expectations 4](#_Toc343815631)

[2 Requirements 5](#_Toc343815632)

[2.1 Functional Requirements 5](#_Toc343815633)

[2.1.1 Common Features 5](#_Toc343815634)

[2.1.2 Reporting 5](#_Toc343815635)

[2.1.3 {……} 5](#_Toc343815636)

[2.2 System Requirements 5](#_Toc343815637)

[2.2.1 Hardware 5](#_Toc343815638)

[2.2.2 Software 5](#_Toc343815639)

[2.2.3 Documentation 6](#_Toc343815640)

[2.2.4 Support 6](#_Toc343815641)

[3 References 6](#_Toc343815642)

[3.1 Acronyms and Definitions 6](#_Toc343815643)

[3.2 Interviews 6](#_Toc343815644)

[3.3 Other 6](#_Toc343815645)

# INTRODUCTION

## Objectives

A brief description of the purpose of this document, defining the requirements of the user(s).

## History

An overview of what the current system is, if any exists, and what the user(s) expect the new system to deliver.

## Scope

A definition of the scope of the project. What needs to be fulfilled?

### Organisational / Functional Areas Affected

### Inclusions

Details of any other users who may be affected, but are outside of the business units.

### Exclusions

Details of any other users who will not be affected, but are included in any of the business units.

## Assumptions

Any assumptions made, in conjunction with the user(s), which may become apparent at the later stages of the specification process. For example, the Functional Specification may show certain requirements not to be feasible.

## Issues

## Approach

## Structure and Strategy

Details of the business units and / or systems, which would be affected by this change.

### Organisational Environment

### Business Environment

### User Expectations

# Requirements

All requirements are defined in point form and are rated either Mandatory (M) or Highly Desirable (HD) or Desirable (D), dependent on business need and University Policy.

## Functional Requirements

### Common Features

| **Requirement** | **Preference** |
| --- | --- |
|  |  |
|  |  |
|  |  |

### Reporting

| **Requirement** | **Preference** |
| --- | --- |
|  |  |
|  |  |
|  |  |

### {……}

| **Requirement** | **Preference** |
| --- | --- |
|  |  |
|  |  |
|  |  |

## System Requirements

### Hardware

| **Requirement** | **Preference** |
| --- | --- |
|  |  |
|  |  |
|  |  |

### Software

| **Requirement** | **Preference** |
| --- | --- |
|  |  |
|  |  |
|  |  |

### Documentation

| **Requirement** | **Preference** |
| --- | --- |
|  |  |
|  |  |
|  |  |

### Support

| **Requirement** | **Preference** |
| --- | --- |
|  |  |
|  |  |
|  |  |

# References

## Acronyms and Definitions

An explanation of any specific terms / acronyms used in this document.

| **Acronym or Term** | **Definition** |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Interviews

Details of the users or groups of users interviewed, in order to gather the information required to prepare this document. This could include names, dates, and a brief summary of what was discussed.

## Other

Any other general comments which may be considered as related to the requirements of the user(s).