## Cover page

The cover page will outline to the person reading it the name of the project, the type of document, version number, date published, the author name and company name.

## 1.0 Table of Contents

This will allow the reader to easily navigate to any part of the specification.

e.g.

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## 2.0 Project

*The project section will tell the reader all about this particular project. The requirements specification document will need to include the following sections:*

### 2.1 Overview

*The overview will briefly outline what the project is and anything that you deem as appropriate for the reader to know in regards to this project.*

e.g. Robber Bank is one of Australia’s leading banks, and in that role, they have decided to move forward with a more progressive HTML log on system for all their employees and clients - providing a single portal for all their staffing, management and teller needs, as well as a system which can be accessed by their clients for their day to day needs.

### 2.2 Client Goals

*What does the client want from this project? Usually this involves increased revenue and sales!*

e.g. Robber Bank, through the use of this application, wishes to gain a competitive advantage by implementing cutting edge technology to reduce costs and increase turn over.

### 2.3 Objectives

*What are the objectives of this application? In which ways will the application help your client.*

*e.g Staff will only need to log on once to have access to all the systems*

### 2.4 Key Stakeholders

*What are the main persons interested in or will use this system?*

## 3.0 Document

*The document section tells the reader a little more about what the reason is for this particular document. A project will have a number of documents associated with it, and it is important that you explain why this one has been created and should include the following sections:*

### 3.1 Purpose

*The purpose section explains to the reader what this document is for.*

e.g. This document has been created for Robber Bank to outline the specification for the new teller system.

### 3.2 Audience

*The audience section tells the reader who the expected audience will be.*

e.g. This document is intended for a technical audience. The content of this document has been designed so that Robber Bank can fully see what will be produced from a technical perspective and sign-off the project.

### 3.3 Control Statement

*A control statement allows you to keep track of your versioning. At a glance you can easily see what changes have been made, when they were made and by whom.*

e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Reason | Author |
| 01/01/2012 | V0.1 | Initial Draft | John Smith |
| 03/01/2012 | V0.2 | Review | Betty Crocker |
| 05/01/2012 | V0.3 | Updated Draft | John Smith |
| 07/01/2012 | V0.4 | User Review | Frank Wonderful |
| 08/01/2012 | V1.0 | Update and Initial Release | John Smith |
| 12/06/2012 | V1.1 | Update to reflect change of URL | John Smith |

## 4.0 System Requirements

*There is not a single right way to classify requirements. For the purpose of this project, we will document the following:*

### 4.1 Assumptions

### 4.2 Data Requirements

Explain what data needs to be stored in the database. (This will form the basis of what appears in the entity relationship diagram.)

### 4.3 Functional requirements

List the business rules here. List the tasks that the user will be able to do using the new system.

e.g.

Client will be able to generate a report detailing the orders placed during the week ( 7 days) from the **starting date** specified by the user BikeIT Database Project. The starting date will be input as a parameter for the report. The report will display the order date, order number, customer name, product purchased, purchase price.

A list of orders which have not been completed.

## 5.0 Testing

There will be a test case to ensure that Client is able to perform each functional requirement.

### 5.1 Test Table

The test table lists all of the test cases that have been developed for your application or website. Each test case will be listed and the details provided in the appendix.

e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Case ID** | **Title** | **Purpose** | **Successful?** |
| 1 | Report Weekly Order | This test case ensures that user is able to run the Weekly order report and the report output is complete and correct. |  |
| 3 |  |  |  |
| 4 |  |  |  |

## 6.0 Client pre-existing Data

*Is there any existing data that will need to be migrated to the new system? Who will be responsible for entering that information into the new system.*

For e.g. The client has list of customers which will need to be entered in the client table. The users will enter the client information using the customer form before the system goes live.

## 10.0 Appendices

You may include the following:

* Client questions and answers
* Client Walk through summary
* Any additional client requirements

## 11.0 Glossary

*Include a glossary of definitions, acronyms, and abbreviations that might be unfamiliar to some readers, especially technical terms that may not be understood by end-users or domain-specific terms that might not be familiar to developers.*

## 12.0 References

*List references and source documents, if any, in this section.*