**Functional Requirements Document (FRD)**

**Document Title**: Functional Requirements Document  
**Project Name**: [Insert Project Name]  
**Version**: 1.0  
**Prepared By**: [Your Name]  
**Date**: [DD/MM/YYYY]  
**Reviewed By**: [Reviewer Name]

**1. System Overview**

Describe what the system/process will do functionally.

**2. Functional Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Requirement Description | Input | Output | Priority | Owner |
| FR-001 | [Description] | [Input fields] | [Output results] | High | [Person/Team] |

**3. User Interface Requirements**

* [Example] Use bar charts, filters, and slicers in Power BI

**4. Business Rules**

* [Example] Revenue = Price \* Quantity
* [Example] Top 10% of customers defined by revenue rank

**5. Data Requirements**

* Fields: CustomerNo, Price, Quantity, Product, Country, Date
* Format: CSV or Excel

**6. Non-Functional Requirements**

* Dashboards should load in under 5 seconds
* Reports must be exportable to PDF

**7. Security & Access Control**

* Business users have read-only access
* Analysts can edit reports

**8. Dependencies**

* Access to data sources
* Use of Power BI Desktop

**9. Testing Requirements**

* Unit test for revenue logic
* UAT checklist to validate dashboards

**10. Change Management**

* All changes to be approved via JIRA or Change Log
* Maintain version control and approvals