

Functional Requirements Document

<name of the project>

Version: The FR Version to be printed on the header page of the FR output document.

Date: The Date to be printed on the header page of output documents.

Lead Business Analyst: The name of the Lead BA. Include the SOEID in parenthesis after the name. For example, Jane Doe (JD12345)

Business / Operations Sponsor: The name of the Business/Operations sponsor. Include the sponsor's SOEID in parenthesis after the name. For example, Jane Doe (JD12345)

Sponsor Organization: Indicate whether the sponsoring organization is within Technology, GCG Operations, or the Business. (Artifact Type: Project Information)

BA Authors: The list of BA Authors who are contributing to this project. Include the SOEID in parenthesis after the name. For example, Jane Doe (JD12345)

Planview Number: The Planview Project number.

Target Release: The Target Release for this project.

Work Request ID: Work Request ID (if applicable).  Originally intended for IPR, NWO, etc.

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# Template Instructions

The following template provides instructions that should be removed before finalizing the document including this section.

Instructions for Technology Mandatory projects: If your project is a technology mandatory project without any impacts to the application or it’s functionality, a template is available on the Blueprint Support Sharepoint site to assist you with filling out the necessary information: <https://consumershare.nam.citi.net/sites/GCTBPSUP/Document%20Templates/Forms/AllItems.aspx>

# FR Change History

| Name | Date of change | Owner of change | Description |
| --- | --- | --- | --- |
|  |  |  | The FR History folder contains information about changes to functional requirements after approval.  (Artifact Type: Folder)   FR History is added to the FR History folder when changes are made after approval.  An FR History artifact should be added for each change and must include a description of the change and the PCR numbers associated with the change. |

# Project Information

## General Project Information

**List of Reviewers**

| ID | ROLE | NAME |
| --- | --- | --- |
|  | FR Reviewer | Names of FR Reviewers,  include the SOEID in parenthesis after the name. For example, Jane Doe (JD12345) |

**List of Approvers**

| ID | ROLE | NAME |
| --- | --- | --- |
|  | FR Approver | Names of FR Approvers.  (At least 1 FR approver is required.)  These are the individual stakeholders who must approve of either all or a subset of the requirements, as part of the approval process laid down by your LOB. The FR review should include Business sponsor, Subject Matter Expert(s) and the IT Project team.   Minimum Approvers: EMEA - Business managing the effort and BISO(s) assigned to high risk subset of internet applications, (Asia - Business managing the effort and BISO(s) assigned to high risk subset of internet applications, NA - Business/Project sponsor and IT Project Manager and BISO(s) assigned to high risk subset of internet applications.  When a project impacts two or more areas, then each area must provide at minimum one separate approval from applicable business representatives.   Include the SOEID in parenthesis after the name. For example, Jane Doe (JD12345) |

# Scope Statement

* 1. **Project Description/Objectives \***

### **Project Description/Objectives**

The products, services, and/or results your project will produce (also referred to as deliverables).  The objective must clearly state these deliverables.  The Description must give the reader a clear idea of what the project deliverables consist of, and how they will be addressed by the completion of this project.  The project objective consists of the business benefits that an organization expects to achieve products e.g. the objective of our project is to install system X. This sort of objective fails the "so what?" test. That is, what is the end result of installing system X? It is this end result that should be noted as the project objective.e as a result of spending time and exerting effort to complete a project.   You must include a description and objectives for the project.  Description/Objectives is required.

### **Non-Financial Benefits \***

Provide a list of benefits that cannot be measured in monetary terms.  For example, consider system performance, usability, increased software compatibility,  and compliance with Citi policies.  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.  (Artifact Type: Requirements Information)

### **Method for Measuring Benefits \***

For each Non-Financial Benefit, provide a description of how the organization plans to measure that benefit. For example, measure user satisfaction based on an annual survey sent to customers. If there are none for the project, provide an explanation. The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.  (Artifact Type: Requirements Information)

* 1. **Justification** 
     1. **Justification**

The justification provides a sound basis for evaluating future decisions, including the inevitable tradeoffs.

How and why your project came to be, the business need(s) it addresses, the scope of work to be performed, and how it will affect and be affected by other related activities.

* 1. **Assumptions \*** 
     1. **Assumptions**

Assumptions are statements regarding items which are considered a given, before the current project begins.  There may be external circumstances or events that must occur for the project to be successful. If you believe these external events are likely to happen, then you have an assumption.

If an event is within the control of the project team, such as having testing completed by a certain date, then it is not an assumption. If an event has a 100 percent chance of occurring, then it is not an assumption, since there is no "likelihood" or risk involved (it is a requirement of the project).

 For every premise you assume to be true, there is always a risk that it is not true. So a risk is the product of an assumption. The good part about that is, when you identify an assumption, you can also identify the associated risk, and put plans in place to deal with it.

 If you don't expressly identify an assumption you've made, that doesn't change the fact that you made it. That's where projects run into trouble...when assumptions don't get identified, the associated risks and risk consequences don't get identified either.

 Examples of assumptions might be "Budgets and resources will be available when needed," or "The new software release will be available for use by the time the development phase begins."

**Note:** Be careful not to put true requirements in this section, because it is not a testable requirement artifact type.  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.

* 1. **Constraints \*** 
     1. **Constraints**

Constraints are restrictions that limit what you can achieve, how and when you can achieve it, and how much achieving it can cost.

In Project Management constraints are those elements that affect the scheduling of an items.

These could be any of the following:

**Activity constraints:**

Activity cannot start before another activity starts

Activity cannot start before another activity ends

Activity must end before another activity starts

Activity must start before another activity starts

**Time and Date constraints:**

Activity cannot take longer than a certain amount of time

Activity must start by a certain date

Activity must end be a certain date

Activity cannot take place on certain days or dates or during certain times

Activity must take place on certain dates, dates or during certain times

**Resource constraints:**

Activity requires availability of a certain resource; manpower, systems, test beds, etc.

**Budget constraints:**

Activity cannot cost more than a certain amount.

If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."  REQUIRED for all projects.

* 1. **Dependencies \*** 
     1. **Dependency**

Project dependencies establish the links, and the type of links, between all the tasks of a project. There are also dependencies with other projects.  These dependencies should be provided here.  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.

* 1. **Acceptance Criteria \* (Critical Success Factors)** 
     1. **Acceptance Criteria**

The features and functions of the products, services, and/or results your project will produce.  This section should include the minimum feature-set that the Business will require of this project in order to consider it a complete reflection of their core requirements. Corporate Definition - Any criteria that specify when the requirements of a process are met or considered completed/built.  Often called success criteria.  
 Product Acceptance Criteria is required.

* 1. **Impacted Portfolios** 
     1. **Impacted Portfolios**

Identify impacted portfolios or customer segments – Type of product consumer (Bankcard, PL), Commercial (Bankcard, PL/Fleet/CRC/NetPay), Spectrum.  If IBS impact be specific if there are impact to Bankcard only or if there are impacts to Oil Cobrand or other RPC portfolios.  If there are no impacted portfolios then state that in the description.

* 1. **Scope \*** 
     1. **Scope**

Identifies what will be in scope and out of scope for this project.  Scope Details are required with no exceptions.

# Features

* 1. **Feature 1**

List each feature.  You may use folders in this section if necessary.

Trace Requirements:

# Business Requirements Information

## **Business Process Diagrams**

* + 1. **Business Process Diagram**

This folder contains a set of Business Process Diagrams for the project.  Business Process Diagrams are optional artifacts.  You may use folders in this section if necessary.  If you do not have Business Process Diagrams you may add "There are no business process diagrams for this project." in the folder description.(Artifact Type: Folder)

Create diagrams of a business process to be included in this folder.  BPMN defines a Business Process Diagram (BPD), as a diagram which is based on a flowcharting technique tailored for creating graphical models of business process operations. A Business Process Model, then, is a network of graphical objects, which are activities (i.e., work) and the flow controls that define their order of performance at a high level.  These are not intended to replace use cases, and they should not be system diagrams.  More detailed system flows should not be depicted until the FR stage of the project.

Trace Requirements:



## **Business Rules**

### **Business Rule**

This folder contains business rules that are pertinent to the current project.  Business rules are optional.  If you have no business rules you may add "There are no business rules for this project." in the folder description.  (Artifact Type: Folder)

Business Rules are rules which do not fit into other categories, or are pure business rules. They could be a number of things.  The rule of thumb is that a BR is either a rule which would be in place whether or not a system existed, or a calculation of some kind related to a business function.

For example: "A Supervisor must provide an override in order for a CSR to delete a transaction", or "If a Customer has a credit score below 620 then an additional x% APR will apply to their credit card agreement".  It could also be any rule which requires a mathematical formula or algorithm to be complete.   Most business rules result in functional requirements or alternate flows in use cases.

Trace Requirements:

## **Business Requirements \***

### **Business Functions and Process Descriptions \***

This artifact contains a list of process or operations that are performed routinely to carry out a part of the mission of an organization.  Describe a major business activity (e.g. marketing, finance, human resources, etc.) that can be decomposed into business processes.  If you are using use cases you can state that use cases will provide this description.  If there are none for the project, provide an explanation.  The following format is recommended, "There are no <required section> since <reason>."Business Functions and Process Descriptions are required as part of the Business Requirements.  DO NOT DELETE this artifact.

Trace Requirements:

### **Business Requirements (1..n) \***

This folder contains the complete set of Business Requirements.  Business requirements should describe the need of the business, not a solution of HOW the solution will be implemented.  At least one Business Requirement is required.

Trace Requirements:

## **CITMS Mandatory Business Requirements \***

### **Reporting \***

You must identify any type of information that the system must provide to the business in the form of traditional reports, e.g. EOD reporting.  This can also include any kind of communication such as statements, invoices, letters, emails, text messages, etc. If there are none for the project, provide an explanation for major projects.  The following explanation format is recommended, "There are no <required section> since <reason>."**NOTE**: Required for major projects only.

Trace Requirements:

### **Interface \***

Describes at a high level any interfaces to external systems.  In the BR the intent is to document any interfaces which are known up front - more may be discovered in the process of defining the FR.  These interfaces will be refined and depicted within the use case model in the FR.  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."  REQUIRED for all projects.

Trace Requirements:

### **Legal, Regulatory, Compliance, and Anti-Money Laundering Requirements \***

Laws and Regulations affect many aspects of our business. It is important to understand where there may be impacts to the project and determine the additional requirements necessary to be in compliance. These requirements should be discussed with your Independent Compliance Risk Management (ICRM) and Legal representatives to gain concurrence that they adequately address the impacts. Similarly, Anti-Money Laundering (AML) is a significant banking process that touches many areas of our business, many times in the background that cannot be seen. It is important to understand and discuss any potential AML impacts with your AML Compliance Risk Management (ACRM) representative and document those requirements. If there are none for the project, an explanation must be provided. The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.

Trace Requirements:

#### Accessibility Requirements

​Describe the high-level needs of the project to make the functionality accessible to customers with disabilities by conforming to WCAG 2.0 AA guidelines.   If a customer facing user interface is being created or modified by the project, accessibility requirements are required.  If there are no accessibility requirements for the project, this sub-requirement can be deleted.  For example, "UI color scheme must comply with standard color schemes which are recommended for color blind customers."   See the guidelines and "how to" guide for more information:

<http://www.w3.org/TR/WCAG20/>​

<https://www.w3.org/WAI/WCAG20/quickref/?currentsidebar=%23col_customize&showtechniques=111#top>

Trace Requirements:

### **User Testing Requirements \***

Include any specific testing data conditions or combination of factors that need to be included in the testing of this project.  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."REQUIRED for all projects.

Trace Requirements:

### **COB Recovery Requirements \***

You must identify an organization's exposure to internal and external threats, including any event that could interrupt business operations.  COB is working out how to continue operations under adverse conditions that include local events like building fires, theft, and vandalism; regional incidents like earthquakes and floods; and national incidents like pandemic illnesses. In fact, any event that could impact operations should be considered, such as supply chain interruption, loss of or damage to critical infrastructure (major machinery or computing/network resource). As such, risk management must be incorporated as part of COB.  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.

Trace Requirements:

### **Data Transfer \***

You have one or more data transfer tasks and security of the information is required or is a very important factor.   (e.g. upload or download files securely, send and receive secure e-mails, add security to your communication protocols, or access remote file systems)  If there are none for the project, provide an explanation for all major projects.  The following explanation format is recommended, "There are no <required section> since <reason>."  REQUIRED for Major projects only.

Trace Requirements:

### **List of UAT Stakeholders (Organizations which will perform UAT) \***

Add the name of the organization(s) that will be doing UAT testing. You can either list them in the description or create a child artifact for each organization.  It is suggested that you may use groups as listed in OPPM if available.   If there are none for the project, provide an explanation for all major projects.  The following explanation format is recommended, "There are no <required section> since <reason>."   REQUIRED for all projects.

### **Perform Production Parallel Testing \***

Production Parallel Testing is  a scenario where the results or performance of a newly implemented system are compared against the results/performance of an existing Production system. This allows the user to perform a final check and confirm functionality, volume, accuracy, interfaces, etc. based on business requirements, using production data before switching over to a new system. Production Parallel may be required where critical business systems are being significantly changed or replaced such as General Ledger or HR systems.  The responsibility for planning and execution of Production Parallel belongs with the sponsoring organization.  
Respond Yes or No in the description.  An explanation is NOT required for a NO answer.

### **Perform Production Assurance Testing (PAT) \***

Production Assurance Testing    A type of Testing  where production data may be used in a pre-production  environment which is intended to have controls/setup similar to Production. PAT allows the End User to perform a final check on core/critical end- to- end Business processes, volume, accuracy, interfaces, etc. based on business requirements using production data.  Production Assurance Testing usually occurs after formal acceptance of the system from UAT but may be combined with end user testing (UAT).  
Respond Yes or No in the description.   An explanation is NOT required for a NO answer. 

### **Data Requirements \***

For the delivery of Technology products and services, data quality implications and data controls that ensure completeness and accuracy of defined critical data elements must be considered. Appropriate data controls, i.e., data entry, data transfer, data transformation, data aggregation and data adjustment controls need to be implemented in order to minimize risk of data quality in adherence to the Citi Data Management Policy (CDMP). For more information, see <https://policydirectory.citi.net/cpd/_layouts/15/DocIdRedir.aspx?ID=CPDPROD-13-8832>. Provide a short, high level description of the expected data impacts of the project.  For example, will new data fields be added to the system or will modifications to existing data fields be made?  At the business requirements level, a detailed list of fields is not required.

If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."  REQUIRED for all projects.

Trace Requirements:

### **Are there any Cross Border Data Privacy Implications with this project? \***

Cross Border Data Clearance may be required for the project if data movement is being performed across borders.  This clearance will ensure that Cross Border activities comply with Data Privacy, Bank Secrecy, and Outsourcing laws and regulations.  This clearance should be requested by the business prior as early in the project as possible.  More information is available at: <https://www.citi.net/EN/Pages/riskmanagement/ContentPages/CrossBorderDataClearance.aspx?src=/EN/operationsandtechnology/riskmanagement>

For this field provide one of the following responses:

* Yes, and clearance has been received
* Yes, and clearance has been requested
* Yes, and clearance needs to be requested
* No, not required

No other information is required in the BR or FR related to Cross Border Data Clearance.  This field is required for all projects.   (Artifact Type: Requirements Information)

### **Security Requirements**

These are data security requirements around information regarding customer or client privacy.  As an example: "An entire account number should be masked, except for the last four digits on a statement of any kind".  This is the type of level you expect within the BR, if there are any additional technical elaborations of the security requirements, these belong in the FR, which has a more elaborate set of requirements advisements as prescribed by Citi TISOs.  If you do not have any information security requirements you should state that in the description.

Trace Requirements:

## **Business UI Screens**

**Business UI Screen**

UI Mockups that will help the understanding of the business requirements.  If there are none add a statement to the folder description stating this.  If there are no Business UI Mockups you can add a statement to the folder description that states "There are no Business UI Mockups" for this project.

Trace Requirements:



## **Other Business Diagrams**

Any additional diagrams that will enhance the understanding of the business requirements.  If there are no business diagrams you can add a statement to the folder description "There are no Other Business Diagrams for thie project."

Trace Requirements:

# Functional Requirements

## **Functional Textual Requirements**

This folder contains all information associated with the functional requirements portion of an FR document.  This includes textual requirements, use cases, actors, use case diagrams, and UI screens.

### **Functional Requirement**

List the functional textual requirements for this project.

Add all functional textual requirements in this section.  The vast majority of functional requirements describe a flow, either between and actor and a system, or between two systems, and are therefore, depicted as Use Cases.  On some occasions, when there are functional requirements that do not fit in to the use case format, it is necessary to put them into declarative requirement format.  An a simple example of this would be: "Every screen must contain navigation back to the Main Menu".  It would be futile to put this functionality in every use case, so it would be a good candidate for a Functional Textual Requirement, and it should be given the 'functional requirement' artifact type.  If Functional Textual Requirements are not necessary, then a description of why they are not applicable is required.  The following explanation format is recommended, "There are no <required section> since <reason>."You may use folders in this section if necessary.

Trace Requirements:

## **Nonfunctional Requirements**

Attributes pertaining to level of performance after a period of time. Ability to maintain a specified level of performance in case of software faults or of infringement of its specified interface. (e.g. The system must be able to make updates to the Federal Reserve within one hour of specified time, in order to avoid heavy fines.)

### **Correspondence**

Any type of output to the system screen, to a printer or another physical device, containing information compiled and calculated by the system.  This could also include reports, emails, and phone texts, etc. (e.g. The system shall produce a General Ledger Report, which consists of the following columns:…  (Although there probably would be a use case called produce General Ledger Report, which would contain functional requirements around that ability the step/steps in that use case would be traced to these requirements).

Trace Requirements:

### **Physical Requirement**

A physical requirement specifies a physical characteristic that a system must possess; for example: material, shape, size, and weight.

This type of requirement can be used to represent hardware requirements, such as the physical network configurations required. (e.g. The bar code scanning device should not weigh more than two pounds.)

Trace Requirements:

### **Implementation**

An implementation requirement specifies or constrains the coding or construction of a system. Examples are: Required standards, policies for database integrity, resource limits, and operation environments. (e.g. The database will run on both Linux and Microsoft platforms.)

Trace Requirements:

### **Attachment/Hyperlink**

An attachment or a hyperlink to an associated document, such as a legal or policy document referenced by a requirement, or requirements.  Could also be a spreadsheet containing data element references, calculation data, or a PDF of interest to the project.

### **Recoverability**

Capability to re-establish its level of performance and recover the data directly affected in case of failure. (e.g. The system must have full redundancy in case of failure, with failover features in place.)

Trace Requirements:

### **Design Constraint**

A design requirement, often called a design constraint, specifies or constrains the design of a system.

Trace Requirements:

### **Reliability/Fault Tolerance**

Attributes pertaining to level of performance after a period of time. Ability to maintain a specified level of performance in case of software faults or of infringement of its specified interface. (e.g. The system must be able to make updates to the Federal Reserve within one hour of specified time, in order to avoid heavy fines.)

Trace Requirements:

### **Usability**

Users’ effort for recognizing the logical concept and its applicability.  Includes Learnability, understandability, operability, human factors, and operational documentation.

Trace Requirements:

### **Performance**

Attributes pertaining to level of performance relative to the resources utilized, including resource behavior. (e.g. The system shall maintain a 1 second response time, regardless of the number of servers required.)

Trace Requirements:

### **Time Behavior**

Response and processing time and throughput rates, Accuracy, Speed. (e.g. The search response time must not exceed three seconds.)

Trace Requirements:

### **Supportability**

Attributes pertaining to the effort needed to make modifications, including analyzability, changeability, stability, adaptability, replacability, configurability, installability, localizability, and testability.

Trace Requirements:

### **Additional User Testing Requirements**

Add any additional user testing requirements that are uncovered during the functional requirements phase.

Trace Requirements:

## **Business Rules (Functional)**

### **Business Rule - Functional**

In most instances, all business rules are defined in the business requirements section of the project.  In some cases, additional details may be required at the functional level.  Add any business rules that are of a functional level.   If there are no functional business rules, then add a statement to the folder description "There are no Business Rules (Functional) for this project."

Trace Requirements:

## **CITMS Mandatory Functional Requirements \***

### **Processing Inputs \***

Input is the term denoting either an entrance or changes which are inserted into a system and which activate/modify a process. If you have Use Cases for this project, this is not needed.  Could denote information coming in from a 3rd party vendor.  May also be file inputs to a batch process or some other process.  Corporate Definition: Any data or condition required to perform a function.   If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."  
REQUIRED for all projects that require an FR.  IF use cases are part of the project although you must include this statement in the description field.

Trace Requirements:

### **Processing Outputs \***

A product, result or service generated by a process. Could be files, reports or triggers sent to a 3rd party/vendor or batch file.  If you have Use Cases for this project, this can be deleted. Corporate Definition: Any data or condition that is a result or outcome of a function.   If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects that require an FR.  IF use cases are part of the project although you must include this statement in the description field.

Trace Requirements:

### **Interfaces \***

Describe major interfaces between specific systems, this should not be described down to design level.   If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." NOTE: REQUIRED for all projects that require an FR.

Trace Requirements:

### **Processing Requirements (prerequisites such as data requirements)\***

Steps that need to be taken with the inputs to accomplish the outputs. Corporate Definition - Any condition required to be met (prerequisite) to perform a required function.  Example, Entrance Criteria, data requirements, type of environment.   If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects that require an FR.

Trace Requirements:

### **Legal, Regulatory, Compliance, and Anti-Money Laundering Requirements \***

Laws and Regulations affect many aspects of our business. It is important to understand where there may be impacts to the project and determine the additional requirements necessary to be in compliance. These requirements should be discussed with your Independent Compliance Risk Management (ICRM) and Legal representatives to gain concurrence that they adequately address the impacts. Similarly, Anti-Money Laundering (AML) is a significant banking process that touches many areas of our business, many times in the background that cannot be seen. It is important to understand and discuss any potential AML impacts with your AML Compliance Risk Management (ACRM) representative and document those requirements. If there are none for the project, an explanation must be provided. The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.

Trace Requirements:

#### **Accessibility Requirements**

​Provide a reference, link, or list, to the Accessibility standards that apply to this project. If an accessibility requirement is listed in the BR, then this requirement is mandatory.  If there are no accessibility requirements for this project, this sub-requirement can be deleted.  See the guidelines and "how to" guide for more information:

<http://www.w3.org/TR/WCAG20/>​

<https://www.w3.org/WAI/WCAG20/quickref/?currentsidebar=%23col_customize&showtechniques=111#top>​

Trace Requirements:

### **Report and Screen Layouts \***

Report Layouts may be in the form of tables, in Word or Excel and attached to this requirement, describing the output expected by the business.  Additionally, the requirement description itself, may contain information such as the time of day the output must be produced, the specific format (e.g. PDF file, tabular report, report for export, such as .xml files, etc).

Screen Layouts should be described in this description field in as much detail as the business would need to know in order to ascertain that their requirements have been fulfilled.  It should not contain design detail, however you could attach a UI Mockup in order to further describe the layout, although this may be the same screen that is used elsewhere in a use case.

(e.g. The System will produce a daily report of all login attempts.)  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." NOTE: REQUIRED for all projects that require an FR.

Trace Requirements:

### **Archiving Requirements \***

Archiving requirements define details with regard to saving, managing and deleting data for a system.  If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."  NOTE: REQUIRED for all projects that require an FR.

Trace Requirements:

### **Recovery Requirements (Continuity of Business) \***

This should be based on the business’ risk which is documented in their Business Impact Analysis (BIA). Include from their BIA the Recovery Time Objective(s) (RTO) and Recovery Point Objective(s) (RPO) for the sub processes the technology will support. The business’ BIA data can be obtained from the their CoB Business Recovery Coordinator (BRC). To locate a Business Recovery Coordinator use the COB WIZARD at the bottom of the Citi Office of Business Continuity Intranet website http://www.citigroup.net/operationsandtechnology/cob/#

Recovery requirements describe mechanisms that a system, together with suitable operating procedures, must include in order to provide automatic recovery from failures and allow the system to restart with the minimum of disruption.  The two main recovery requirements of an online system are: (1) to maintain the integrity and consistency of data, and (2) to minimize the effect of failures.   If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>." REQUIRED for all projects.

Trace Requirements:

### **Other Nonfunctional Requirements \***

List any nonfunctional requirements in addition to those listed in the Nonfunctional Requirements folder.    If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."  REQUIRED for all projects that require an FR.

Trace Requirements:

### **PII Data**

This section is mandatory for ALL new applications; and existing applications that answered ‘Yes’ to any of the questions in the sections ‘Data Elements’ or ‘Infrastructure’ (control 26c or 26d) in the IS Engagement Form. In this section, enter the following: 1) New PII Data Elements or changes (e.g. client name, telephone, address, etc.) 2) The control utilized to protect PII data in non-production (EITHER masking of data downloaded from production OR test data created ‘from scratch’).

Trace Requirements:

### **Data Requirements \***

Describe detailed data requirements for the project.  If a Field Table is provided for the project, also provide a link, trace, or field name of the field table.

If there are none for the project, provide an explanation.  The following explanation format is recommended, "There are no <required section> since <reason>."  REQUIRED for all projects that require an FR.

Trace Requirements:

### **Control / Security Requirements \***

#### **User Provisioning**

Work with your ISO to determine the user provisioning requirements for this project.

Trace Requirements:

#### **Key Management**

Work with your ISO to determine the key management requirements for this project.

Trace Requirements:

#### **Logging**

Work with your ISO to determine the loggingg requirements for this project.

Trace Requirements:

#### **Authentication**

Work with your ISO to determine the authentication requirements for this project.

Trace Requirements:

#### **Authorization**

Work with your ISO to determine the user provisioning requirements for this project.

Trace Requirements:

#### **Data Protection Security**

Work with your ISO to determine the data protection requirements for this project.

Trace Requirements:

#### **Input Validation and Output Encoding**

Work with your ISO to determine the input validation and output encoding requirements for this project.

Trace Requirements:

#### **Error Handling**

Work with your ISO to determine the user provisioning requirements for this project.

Trace Requirements:

#### **Session Management**

Work with your ISO to determine the session management requirements for this project.

Trace Requirements:

#### **Logging and Monitoring**

Work with your ISO to determine the logging and monitoring requirements for this project.

Trace Requirements:

## **Actors**

| ID | Name: | Description: |
| --- | --- | --- |
|  |  | The list of actors associated with the use cases.  (Artifact Type: Folder)  Add actors as artifacts in this section.  An actor is a human or system playing a role in relationship to a use case (either primary, i.e. initiating, or supplementary). |

## **Use Case Diagrams**

### Use Case Diagram

The use case diagrams that describes the interaction between actors and use cases.   If there are no use case diagrams then you may add a statement to the folder description "There are no use case diagrams for this project." Add use case diagrams to this folder.  A use case diagram is a simple UML construct which gives the reader of the Functional Requirements an overall view of the project, or a sensible "chunk" of the project, if it makes sense to have more than one diagram.  It consists primarily of Actors, Use Cases (depicted as ellipses), and system boundaries.  System Boundaries are very important, because they show which application is performing each use case.  This allows the viewer of the diagram to easily see which applications and interfaces are affected by the project.  It is also possible to have comments and callouts on Blueprint Use Case Diagram Artifacts, if they improve the clarity of the diagram. **NOTE**: If you feel that there are no use cases applicable to this project then put a statement in the folder description describing why you believe this to be the case.



## **Use Cases**

### Use Case List

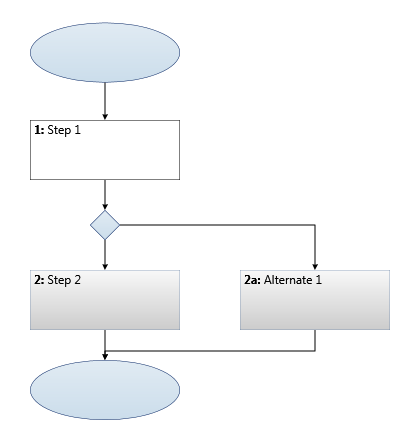
The Use Case List provides a quick overview of all Use Cases referenced in this project and in which folder in this project the Use Case appears. In some cases, Use Cases from other projects may be included in one of this project’s use cases or traced to from a requirement in this project; if so, the Use Case and External Project is identified, but the use case detail is not.

| **ID** | **Name** | **Parent Folder** | **Description** |
| --- | --- | --- | --- |
|  |  |  | The use cases associated with this project.  If there are no use cases then add a statement to the folder description "There are no use cases for this project."  Add the use cases in this section.  A use case describes a sequence of actions a system performs that yields an observable result of value to a particular actor.  Use cases are almost always present in a project.  There are, however, exceptions - and these would include projects such as data warehousing, where there are database changes and no other requirements.  But even in that case, if a flow changes in how the system is used, then a use case would be required.  Where there are no use cases, then textual FRs are required.  If, in an unusual case, neither are applicable, then add an explanation of why this is the case in the folder description. |
|  | | | |

## **Detailed Use Cases**

### **New Use Case 1**

The use cases associated with this project.  If there are no use cases then add a statement to the folder description "There are no use cases for this project." Add the use cases in this section.  A use case describes a sequence of actions a system performs that yields an observable result of value to a particular actor.  Use cases are almost always present in a project.  There are, however, exceptions - and these would include projects such as data warehousing, where there are database changes and no other requirements.  But even in that case, if a flow changes in how the system is used, then a use case would be required.  Where there are no use cases, then textual FRs are required.  If, in an unusual case, neither are applicable, then add an explanation of why this is the case in the folder description.



|  |  |
| --- | --- |
| **Pre Condition** |  |
| **Post Condition** |  |
| **Related Requirements** |  |
| **Status** |  |

**Basic Flow:**

| **#** | **Description** | **Step Of** | **Screen** |
| --- | --- | --- | --- |
| 1. | Step 1 | Actor |  |
| 2. | Step 2  **Alternate Flow(s):**  **2a. Condition:** [Alternate 1](#ST7380258)  **Return Step:** Post Condition | Actor |  |
| **SUCCESS END** | | | |

[Back to Use Case List](#List)

|  |
| --- |
| **Alternate Flow:** 2a.  **Condition:** Alternate 1  **END RETURN TO POST CONDITION** |

[Back to Use Case List](#List)

## **UI Screens**

**New UI Mockup 1**

The screen mock-ups associated with this project.  If there are no UI screens for this project then add a statement to the folder description "There are no UI Screens for this project."  Add any screen mock-ups to illustrate the requirements.  Screen mock-ups may also be associated with use case steps.

Trace Requirements:



## **Additional Diagrams**

**New Domain Diagram 1**

Diagrams of any type that enhance the understanding of the functional requirements.  Add additional diagrams to this section.  If there are no additional diagrams add a statement in the folder description stating this.

Trace Requirements:



# Glossaries

## **Glossary of Acronyms**

| Term | Description |
| --- | --- |

## **Glossary of Terms**

| Term | Description |
| --- | --- |