Requirements Document

<Project name>

<Team Name>

# Business Requirements

## Introduction

## Statement of Problem or Need

*“The problem of [statement of problem] . . .”: What’s the goal or need of the audience; what’s the root cause problem your target market is trying to solve? What do stakeholders struggle with; what concerns do they have? Which detailed or lower-level problems are buried under bigger problems? Are the important issues called out?*

*“. . . affects [users and/or stakeholders] . . .” Who specifically is impacted? This list isn’t limited to just the problem-sufferer; it includes others also affected directly or indirectly.*

*“. . . the impact of which is [statement of issues, costs, or other impacts].” Lacking a solution (preferably yours), what are the impacts and outcomes suffered as a result of the business problem? (In other words, what’s the business driver; why may the company be compelled to solve the problem?)*

*“A successful solution would be to [important benefits that would successfully solve the problem].” What characteristics and qualities does an acceptable and/or compelling solution include? What would a (generic) solution do or have that addresses or resolves key issues and needs? A solution providing these benefits or capabilities would be just what the users need, with post-solution results or outcomes adding value.*

*A good example of a problem statement may be*

*The problem of customers smoking in our rooms affects other customers, who don’t appreciate the smoke and smell, and our housekeeping staff, who spend significantly more time cleaning smoking rooms versus nonsmoking ones, the impact of which is low customer satisfaction, reduced occupancy rates, and increased cleaning costs. A successful solution would be to eliminate smoking and smoking effects from our hotel rooms and readdress those impacts.*

*Source: McGoey 2013*

## Business Requirements

### List of stakeholders

Identify the main stakeholders

### Client

Identify your contact person who will represent one of the stakeholders.

### List of business requirements

List of business processes

### Quality requirements

List of non-functional requirements, i.e. security requirements and other e.g. quality requirements (e.g. availability, portability)

# Business Solution

## Options considered

* Option 1
* Option 2
* Option x

## Recommended Solution

### Solution statement

Solution position statement

*“For [target audience] . . .” State the target user, market, or customer by naming its role or characterizing its group.*

*“ . . . who [statement of the need or opportunity] . . .” Describe what the target is trying to achieve or do while it’s having the problem. Rather than state the problem directly, state the need your target audience will have the opportunity to meet.*

*“ . . . the [name of new product or business] is a [solution or business category] . . .” Set the context for the solution by portraying the kind of product, solution, or new business venture (if pursuing large opportunities) it is. State the category the solution belongs to so the audience members understand its relevance and relationship to their needs.*

*“ . . . that [statement of key benefit — the compelling reason to use the solution or do business with you].” Highlight what the solution offers that will motivate or most interest the audience. This piece is the must-have outcome of value — the persuasive benefit. Provide the reason why this solution is the right solution by stating how the solution meets the need.*

*“Unlike [primary competitive alternative] . . .” If the target didn’t have your solution, what solution(s) may it look for or consider instead? State the current environment or competitor products to beat, or internally, the unacceptable situation (what the company has now) to fix.*

*“ . . . our product [statement of primary differentiation].” Distinguish and sell the solution. Besides the fact that it meets the most critical need, what other interesting or attractive features are included? List key marketing points or functionality that addresses the problem statement. Establish why stakeholders would want or need this function. What sets it apart? What are the key differentiators?*

*Source: McGoey 2013*

### Main Features

List three main features

### Unique value proposition / Justification

What makes your recommended solution unique?

Why do you recommend this one?

# Solution Requirements

## Context Diagram

## User Roles

## Business Domain Model

Entity Relationship Diagram

Description or Definition of each entity

## User Stories

Write user stories for that business process including supporting business processes (e.g. data set up, configuration)

## Non Functional Requirements

### Security requirements

### Other quality requirements

# Scope

Indicate which requirements you plan to include in the first two iterations. Note that this may change as you advance through the project.

## Iteration 1

List user stories

List non-functional requirements

## Iteration 2

List user stories

List non-functional requirements

## Backlog

List explicitely what is not included in the first three iterations

List user stories

List non-functional requirements