Client Requirements Report

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# Summary

A high-level overview of the project's purpose and main objectives

## Project overview

An introduction that outlines the project's scope and context

### Heading 3

Body

*Table 1 – Definitions*

|  |  |
| --- | --- |
| **Term** | **Definition** |
|  |  |
|  |  |

# Requirements

## Business Requirements

### Heading 3

**Business requirements** are high-level statements that the client understands,  for example, ‘enable travelling salespeople to access the CRM data

Detailed description of what the client needs from a business perspective. Focuses on *what* the system/solution should do, not *how* it should do it.

## Detailed Requirements

### Functional Requirements

What specific operations will the database perform? For example, produce a listing of appointments for a given practitioner on a given date.

**Functional requirements** are detailed statements that specify exactly what needs to be delivered and are used by business analysts, developers, project managers, testers and so on. They describe what the problem is without getting into how a solution would work. They specify specific behaviour or functions, for example, ‘The system will be able to register new users using the following fields: First Name (20 characters), Last name (20 characters), Phone (10 characters), Office (list)’. Functional requirements are often specified in the form of a use case.

### Non-Functional Requirements

**Non-functional requirements** are detailed statements specifying a constraint on the system’s behaviour. They specify criteria that judge the operation of a system such as performance, scalability, capacity, availability, reliability, recoverability, maintainability, security and so on. For example, ‘Report generation times must not exceed three seconds’.

### System Requirements

**System requirements** are statements specifying what technology (hardware/ middleware/software) is needed to achieve the non-functional and functional requirements. For example, ‘the CRM application will be coded in PHP/ JavaScript/ HTML5 and will run on a LAMP stack (Linux Apache MySQL PHP) hosted within a small Amazon EC2 instance in the Sydney datacentre’.

# Constraints

## System Boundaries

### System Context Diagram

# Assumptions

## Scope

### System Context Diagram

* Stability of project scope throughout the lifecycle
* Clarity and agreement on project deliverables

## Technical

### System Context Diagram

* Functionality, compatibility, and reliability of technical components
* Availability and performance of required technology

# Recommendations

## Strategy

### Project Management Methodology

Waterfall

## Operation

### Resource Allocation

Team structure

### Technologies

Use of tools