



Requirements Specification Template

Software Requirement (FPT University)

Requirements Specification

Project Name:

Project ID:

Executive Sponsor:

Project Manager:

Business Analyst:

Date: August 31, 2010

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Revision History

| Version | Date | Revision Description |
|---------|------|-----------------------|
| .01 | | |
| .02 | | |
| .03 | | |
| .04 | | |
| 1.0 | | Approved Requirements |
| | | |
| | | |

Approvals

We have carefully assessed the Requirements Specification for this project. This document has been completed in accordance with the requirements of the System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ the document is accepted.

_____ the document is accepted pending the changes noted.

_____ the document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.
(* = Required)

Executive Sponsor *

DATE

Quality Assurance Manager/Supervisor *

DATE

Enterprise Security Manager or delegate *

DATE

If any additional approvals are needed on a project by project basis, these should be added below.

1 Introduction

1.1 Project Purpose

Sentences/Bullet Points: [What business need does this project satisfy. What is the current state. What is the proposed state/method (future mode of operation). What criteria determine success to the business stakeholders.]

1.2 Project Scope and Product Features

Sentences: [What does the project encompass (overall boundaries / scope statement)? Whom does it impact (e.g., functional areas, systems)? Example Scope statement: The Website Redesign project will provide updated functionality to the existing application (Website version 4.0) accessed from the corporate website (xye.com) and the addition of three new tools: Portfolio Management, ABC Analysis, and Alerts and Investment Ideas. The existing user interface design (look and feel) for all pages will be updated to provide a more seamless transition from the trading website. Existing infrastructure technologies will be evaluated and updated to provide better performance of the application.]

1.2.1 Business Requirements:

What are the critical changes to existing systems and processes. What are the high-level business requirements. Business requirements define the characteristics of the deliverables]

| Number | Business Requirement Name | |
|--------|---------------------------|--|
| BR | 1 | Sample: Modify Website Logo on Toolbar 1 |
| BR | 2 | Sample: Add ability to add up to 40 fields on Quote Grid |
| BR | 3 | Sample: Add ability sort all fields on the Quote Grid ascending /descending |
| BR | 4 | Sample: Add function to Quote Grid to allow links to charts, full quote and option chain |

1.3 Out of Scope

Bullet-Points: [What falls outside the scope (boundary) of this project? What specifically will NOT change or NOT be included in this project? May indicate whether items are targeted for a future phase or release. Examples of out of scope statements: No items were identified as out of scope. OR This project will affect web-based platforms only; all other platforms are out of scope.]

1.4 Project Acronyms, Abbreviations and Terms

[List of project-specific terms referenced throughout requirements]

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

1.5 Stakeholders

Note: All end users are stakeholders, but not all stakeholders are end users. Include any 3rd Party stakeholders

| Name | Role | Department / Client | Primary User, Secondary User, or Indirect |
|------|------|---------------------|---|
| | | | |
| | | | |
| | | | |

2 Design Requirements

2.1 User Classes and Characteristics

[List each category or group of users and provide the following for each:
How many users make up the class (estimate)? Business function for which they will use the system? Indicate whether each class is "Critical", meaning that users in this class will be given priority in change requests, outage restorations, etc.]

| User Class Name | Critical (Y/N) | Estimated Number of Users | How They Use the System |
|-----------------|----------------|---------------------------|-------------------------|
| | | | |
| | | | |

2.2 Operating Environment (OE)

[For 3rd Party vendor applications, define the environment in which users will run the programs. Include answers to the following questions: Who can use it (e.g., corporate intranet users, VPN users)? What browser(s) are required to use the system (e.g., IE 6.0 and up, Firefox)? What operating system platform is required (e.g., Windows XP)? Any special versioning information (e.g., Java Runtime Environment version 1.5 upgrade 11).]

| Number | Requirement |
|--------|-------------|
| OE 1 | |
| OE 2 | |

2.3 User / Training Documentation

[List the documentation components that will be delivered along with the project (e.g., user manuals, online help, tutorials, job aids, etc.). Required certification, licensing and/or training needed to use/operate software. Identify delivery formats (e.g., online, PDF, web page, etc.).]

| Name | Description and Format |
|------|------------------------|
| | |
| | |

2.4 Globalization / Localization Requirements (GR)

[Define environment required to support people who speak languages other than English, or who are in different time zones. May include translation, managing projects across different time zones, and all the items and processes necessary to transition a product from US-specific to the target market]

| Number | Requirement |
|--------|-------------|
| GR 1 | |
| GR 2 | |

2.5 Assumptions (AS)

[List current information assumed to be true that would affect the project if it was NOT true.]

| Number | | Assumption |
|--------|---|------------|
| AS | 1 | |
| AS | 2 | |

2.6 ***Dependencies (DE)***

[List any dependencies the project has on external factors outside its control (e.g., successful deployment of other IT projects, regulatory rulings, etc.)]

| Number | | Dependency |
|--------|---|------------|
| DE | 1 | |
| DE | 2 | |

3 Usage Scenario(s)

[Usage scenarios or “use cases” describe the sequence of interactions between actors (users) and the system necessary to deliver the service that satisfies the goal. For example, the process for adding a symbol to a screen is a use case. In this section, enter “casual” use case(s) or process flows/model(s). If detailed use cases are required for this project (including “happy path” and “alternative path”), complete a separate Use Case Document and reference it from this section]

4 Business Rules (BSR)

[List the procedural or process requirements that affect this project. Identify the firm to whom the requirement belongs.]

| Number | | Requirement |
|---------|---|-------------|
| BS R | 1 | |
| BS R | 2 | |

5 Functional Requirements

5.1 *Feature 1 Name (Individual Feature/Output or Feature/Output Group name)*

Description

Sentence(s): [Description and/or background information of this feature or feature group, including assumptions and prerequisite conditions, if applicable. Requirements will be numbered using a three letter abbreviation for each feature. For example: a look-up feature in the Order Manager Solution may be labeled as OML-1].

XXX-1 **Functional Requirement (The system shall...)**

Screen Shots/ Mock-Ups/ Flows

[Insert graphical presentation of the requirements (e.g., screen shots and/or mock-ups, process flows or models), if applicable. Otherwise you can remove this section heading]

XXX-2 Repeat section above for each requirement.

XXX-2.1 Sub requirement for Requirement 2.

REPEAT SECTION FOR ALL FEATURES (5.2, 5.3, 5.4, etc.)

Include a section for required output / reports.

6 External Interface Requirements

6.1 *User Interfaces or Requirements (UI)*

[Describe the logical characteristics of each user interface required – document only those requirements needed to clarify the screen shots / mock-up / flows included in the functional requirements; reference the functional requirement number. Examples include GUI standards or style

guides, font, icon, image, color scheme standards, standard buttons for every screen /window (e.g., help link), message display conventions. Note that the format to reference UI IDs in other sections is: UI-req #-, e.g., UI-OML-1-1 or UI-OML-2.1-1]

| Number | | | Field Name | Object Type | Completion Required | Comments |
|--------|---------|---|-------------|-------------|---------------------|----------------------------------|
| UI | OML-1 | 1 | Description | Text | Yes | Sample: Default value is ... |
| UI | OML-1 | 2 | Active | Check box | Yes | |
| UI | OML-2.1 | 1 | Search | Button | Yes | |
| UI | OML-2.1 | 2 | N/A | Font | N/A | Sample: Global font is Arial |
| | | | | | | |
| UI | ADM-1 | 1 | Zip Code | Text | Yes | Sample: This field is editable |
| UI | ADM-2 | 1 | Date | Text | Yes | Sample: This field is hard-coded |
| | | | | | | |
| UI | | | | | | |
| UI | | | | | | |

6.2 Hardware Interfaces or Requirements (HR)

[For 3rd party vendor applications, describe characteristics of each interface between the hardware and software components of the system. List all supported devices.]

| Number | | Requirement |
|--------|---|-------------|
| HR | 1 | |
| HR | 2 | |

6.3 Software Interfaces or Requirements (SR)

[For 3rd party vendor applications, describe the relationships between this product and other software components (e.g., database, operating system, tools, etc.) by name and version.]

| Number | | Requirement |
|--------|---|-------------|
| S R | 1 | |
| S R | 2 | |

6.4 Communications Interfaces (CI)

[State the requirements for any communication functions the product will use; for example, email, web browser, ftp, output written to a print server, electronic forms, data transfer rates, etc.]

| Number | | Requirement |
|--------|---|-------------|
| CI | 1 | |
| CI | 2 | |

7 Other Nonfunctional Requirements

7.1 Performance and Response Times (PE)

[Describe operational requirements that will guide developers in making appropriate design choices. Quantify where possible; for example, number of transactions to be supported and in what timeframe, response time requirements, number of concurrent users to be supported, etc.]

| Number | | Requirement |
|--------|---|-------------|
| PE | 1 | |
| PE | 2 | |

7.2 Security Requirements (SE)

[Specify any requirements regarding security, integrity, or privacy issues that affect access to or use of the product, and protection of data that the product uses or creates.]

| Number | | Requirement |
|--------|----|-------------|
| SE | 1 | |
| SE | 2 | |
| SE | 3 | |
| SE | 4 | |
| SE | 5 | |
| SE | 6 | |
| SE | 7 | |
| SE | 8 | |
| SE | 9 | |
| SE | 10 | |

7.3 Regulatory and Compliance Requirements (RE), (CP)

[Describe any business, governmental, or regulatory agency requirements for which compliance must be considered as part of design.]

| Number | | Requirement |
|--------|---|-------------|
| R E | 1 | |
| C P | 1 | |

7.4 ***Other Data Storage, Archival, Back-up, Recover and Destruction (STR)***

This describes required timeframes and methods for retaining information. This is in addition to the information outlined in the Business Continuity requirements.

| Number | | Requirement |
|---------|---|-------------|
| ST R | 1 | |
| ST R | 2 | |

8 Business Continuity Requirements

Business Continuity Requirements must be defined in order to determine the recovery priority and data backup procedures of the proposed system. All sections must be completed; contact Business Continuity with questions.

Note: The information collected below is for future purposes. Some requirements may not be met upon project closure. For final requirements, see Approved Business Continuity Requirements and Timeline Constraints which will be completed by the Business Continuity department upon review.

8.1 Recovery Time Objective (RTO)

Recovery Time Objective – Define the maximum time that can elapse before the system is required to be recovered after disaster declaration. Consider customer impact, financial impact, regulatory requirements, and other needs.

Define the System RTO by selecting the appropriate tier and then entering the specific recovery time objective to the right:

Recovery Tier

- ☐ Tier 1 – Intraday to Next Day Recovery
- ☐ Tier 2 – Day 3-5 Recovery
- ☐ Tier 3 – Next Week Recovery
- ☐ Tier 4 – 2 Weeks+ Recovery

Specific RTO (e.g. 4 days)

Explain the reason(s) for the specified RTO:

8.2 Recovery Point Objective (RPO)

In case of system failure, define how much data loss is acceptable; use time as the measurement (e.g., 1 day, 1 hour, 5 minutes, etc.). This will be used to determine the backup and replication procedures for the system's databases.

Explain the reason(s) for the specified RPO

8.3 Interdependencies

Define any relationships between the new system and any other legacy system(s).

9 Warranty Period

Specify the warranty period for this project.

10 Glossary

List definitions of any terms with which someone unfamiliar with the project or industry may not be familiar. Include both IT and business-side terms.

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

11 Appendix

In this section, include any charts, graphs, etc. referenced within the functional requirements document. Also list all reference materials that should be considered part of this document or that add insight or value to the project (e.g., manuals, 3rd party documents, websites, books, etc.).

11.1 *Reference*

11.1.1

| Source | Location |
|--------|----------|
| | |
| | |