# General Information

|  |  |
| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Project End Date:** |  |

# Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 5/18/11 | 1. Template version |
| 01 |  | 1. Initial project version |

*The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project.*

Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.

Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.

Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.

**Contents**

[General Information 1](#_Toc304961658)

[Revision / Change History 1](#_Toc304961659)

[1. Introduction 2](#_Toc304961660)

[2. Functional Requirements 2](#_Toc304961661)

[2.1 Use Cases 2](#_Toc304961664)

[2.2 High Level Design 2](#_Toc304961665)

[2.3 User Interface Requirements 2](#_Toc304961666)

[2.4 Screen and Report Mock-Ups and Layout 2](#_Toc304961667)

[2.5 Parameter Table 2](#_Toc304961668)

[2.6 Hardware and Software Interfaces 3](#_Toc304961669)

[2.7 Error Handling 3](#_Toc304961670)

[2.8 Security 3](#_Toc304961671)

[2.9 Assumptions and Constraints 3](#_Toc304961672)

[2.10 Issues and Risks 3](#_Toc304961673)

[2.11 Approvals 3](#_Toc304961674)

# Introduction

[The purpose of this document is to describe the functionality and use of a system or application as defined by the requirements from the client’s perspective. This document does not provide technical design details or basic code and architecture for development or how it is to be implemented.

Documenting detailed and accurate functional specifications contributes significantly to the success of development by establishing clear and understandable expectations for all aspects of the software or application functions, features and performance. In addition, this document provides the basis for negotiation and agreement between clients and the development team and creates a measure for validation purposes and ensures requirements are addressed during design and development.

The Detailed Functional Requirements document communicates the software requirements and client expectations to the technical community who will eventually specify and build the agreed upon system or application.]

# Functional Requirements

[Provide a complete list of the system or application’s required functions with associated input and output considerations. List the functional requirements in order of priority from the Statement of Requirements Document. From the functional requirements referenced for this detailed requirements document, describe what the system must accomplish. The functional requirements section can be fully text-based or can include a combination of text, diagrams or tables to explain the functionality.]



## Use Cases

[If Use Cases were developed for the project, provide a list of the use cases that apply to this Detailed Functional Requirements document.]

## High Level Design

[Identify the high level design of the function being detailed. Include models displaying relationships between components and the infrastructure and application integration. These might be in the form of object models, process flows or data flow diagrams. The objective is to present a non-technical view of the different components of the proposed requirements, how it will work, and how it will interact.]

## User Interface Requirements

[Describe the flow of the user interface and highlight important decision points in the user interface. Include a workflow diagram.]

## Screen and Report Mock-Ups and Layout

[Insert a drawing of the user screen(s).]

## Parameter Table

[List the parameters passed between objects in this specification.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Parameter Table** | | | | | |
| Control | Type | Action | Max | Min | Parameters |
| ‘OK’ button | Button | Begin verification script to verify entered data | None | None |  |
| Date field | Month control | Allow user to select a month for the report | December | January |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Hardware and Software Interfaces

[Specify how the system or application is expected to interface with external applications. This section should cover the requirements for the nature of the application program interfaces, formal software development kits, and any other requirements for data import and export needs. Describe the characteristics of each interface between the system or application and other hardware or software protocols. Be sure to provide the purpose of the interface.]

## Error Handling

[How errors should be handled should be stated. Identify the different types and reasons for the classification.]

## Security

[Security considerations are an important part of any project. This section should detail possibilities of abuse of the system or data. Along with error handling, the specification has to handle any specific requirements related to data or system level security as well as different access levels required.]

## Assumptions and Constraints

[Capture key assumptions and/or constraints relevant to this Detailed Functional Requirements]

## Issues and Risks

[Define any known issues/risks that affect this Detailed Functional Requirements and must be addressed

## Approvals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Approver** | **Title/Role** | **Signature** | **Date** |
| 1. |  | Process SME  (Subject Matter Expert) |  |  |
| 2. |  | Project Manager |  |  |
| 3. |  | Business Analyst |  |  |

Approver Comments: