# General Infor**mation**

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| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Person(s) Completing Analysis:** |  |
| Attachments: | *As-Is Documentation: <Note: Link to documents>*  *To-Be Documentation: <Note: Link to documents>*  *Gap Analysis Documentation: <Note: Link to documents>*  *Use Case Documentation: <Note: Link to documents>* |

# Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 5/9/2011 | 1. Template Version |
| 01 |  | 1. Initial Project Version |

***\*\*\*Any changes to Requirements once this document is reviewed and approvals obtained must be approved by Project Management, the Business Sponsor(s) and Requirements Stakeholders (see Change Management in the Project Charter)***.

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*Note: After completing this document you should:*

* *Refresh the table of contents by doing the following: Right click anywhere in the TOC > Click ‘Update Field’ > Click ‘Update entire table’ > click OK.*
* *Remove all Instructions by doing the following: Select a section of Instructions > Right Click > Select ‘Styles” > Select ‘Select Text with Similar Formatting’ > Press ‘Delete’*

# Introduction

The Statement of Requirements is intended to define the high level requirements for the entire scope of the project – the “what” of the project. The Functional Specifications will be used to document and agree upon the required level of detail for each of the Functional Requirements defined herein.

This section should describe the key project objectives that were uncovered during the creation of the Project Charter and further detailed during the AS-IS and TO-BE process documentation and Gap Analysis process as well as taking Use Cases as input. Use the following guideline in coming up with a Business Requirement.

The purpose of the… - project name.

. . . is to . . .- describe the project goal(s)

. . . so that . . . describe the measurable benefits of the solution.

# Users

This section provides details of the Users for the solution and the User Requirements. It should describe the Users, their needs and how the Users will interact with the solution. Include also as “Users” any downstream processes and/or applications that will interact with the solution.

| User Role | Description | Responsibilities/Needs |
| --- | --- | --- |
|  |  | A high level overview of the User’s responsibilities as they relate to the processes being addressed in these requirements |
|  |  |  |

# Functional Requirements

The focus of this section should be on “what” the technology must do to support or respond to the user needs from a feature/function point of view. The Functional Requirements must support the User Requirements. The specific details of each of the high level Functional Requirements should be documented in Detailed Functional Requirements Specification(s). Additionally, requirements should be considered in the following areas:

Business process/business functions needed

User interface requirements

Reporting needs

System or data integration requirements

Use the following guideline in coming up with Functional Requirements Statements.

The [specific system] shall

. . . (describe what the system does to process the inputs and outputs for the user) when (event/condition))

e.g. The Payment Processing System shall present the Customer with “EFT Payment Confirmation” when payment submission is successful

**Pr** = Priority H=Must Have M= Should Have L=Could Live Without.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Benefits** | **Pr** |
| F.1 |  |  | H |
| F.2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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# Non-Functional Requirements

## System Context (Interoperability)

This sub-section addresses how the system relates to other existing products/applications within the environment. Products can be independent and self-contained or a component of a larger system – this needs to be explicitly stated here; or by means of a “context” diagram i.e. a block diagram or data flow diagram displaying major components of a larger system, interconnections, and external interfaces. Data flow diagrams may be included.

## Other Requirements

**Pr** = Priority H=Must Have M= Should Have L=Could Live Without

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description** | **Requirement** | **Pr** |
| NF.1 | List the # of users the product is expected to support. |  |  |
| NF.2 | Concurrent users the product is expected to support. |  |  |
| NF.3 | Quantity of data expected to process per user (specify per time period if applicable). |  |  |
| NF.4 | Storage requirements for the data. |  |  |
| NF.5 | Expected average response time for the product. |  |  |
| NF.6 | Fail-over requirements |  |  |
| NF.7 | Required hours of operation. |  |  |
| NF.8 | Quality standards or regulations. |  |  |
| NF.9 | Data retention requirements. |  |  |
| NF.10 | Disaster Recovery Requirements RTO/RPO |  |  |
| NF.11 | Environment/platform requirements |  |  |
| NF.12 | Unique resource requirements to run the application. |  |  |
| NF.13 | Expected cycle time for maintenance updates to the product / system to be implemented. |  |  |
| NF.14 | Criticality of support: support response times. |  |  |
| NF.15 | Security regulations. |  |  |
| NF.16 | International requirements including language support and locations supported |  |  |
| NF.17 | Financial or other regulatory requirements |  |  |
| NF.18 | *Add others as needed* |  |  |

1. Assumptions, Dependencies and Constraints

## Assumptions

Assumptions are factors taken to be true without proof that may affect the requirements.

## Dependencies

Dependencies are the events or conditions that must be in place in order to implement these requirements.

## Constraints

These are restrictions or boundaries that may affect the implementation of these requirements. These may include factors such as required technologies, required timing.

1. Approvals
   1. Customer/ Stakeholder Approval:

|  |  |  |  |
| --- | --- | --- | --- |
| Approver | Title | Signature | Date |
|  | (initiator of request) |  |  |
|  |  |  |  |

* 1. IT Approval:

|  |  |  |  |
| --- | --- | --- | --- |
| Approver | Title | Signature | Date |
|  | Project Manager |  |  |
|  | Solutions Delivery. |  |  |
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| --- |
| Approver Comments: |
|  |

1. References

This section should be used to define any references used in defining these requirements. This includes but is not limited to: industry standards, JCI BOS documents, JCI standards and processes, and best practices.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference Title | Report Number | Date | Publishing Organization |
|  |  |  |  |
|  |  |  |  |