Requirements Document

Team Members

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Document Change Record

**Change Summary**

| Change Control Number | **Summary of Requirements Affected** | **Source** | **Date** |
| --- | --- | --- | --- |
| Release 1 | **Initial release, this requirements document used IEEE/ANSI 830-1993 as a reference** | REG | Feb 5, 2009 |
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Instructions: Write this document in present tense, third person, and active voice because the intent is the document is used throughout the system development process.

# Introduction

## Purpose of Document

This document describes the functions and attributes of the system being designed. The document is written for the project team and the project client. The document defines, characterizes, and analyzes each requirement. Each requirement is numbered for management and traceability.

## Scope

<Provide a short description of the system being specified and its purpose, including relevant benefits, objectives, and goals. Relate the system to corporate goals or business strategies. If a separate vision and scope document is available, refer to it rather than duplicating its contents here.>

## Definitions

# General Description

## System Goals and Objectives

*Instructions: List here in bulleted or numbered format the system goals and objectives.*

## Problem Definition Matrix

*Instructions: This matrix is used to define the problem and its attributes. The stakeholder may be affected directly or indirectly by the problem. When it occurs may describe the event that triggers the problem such as when patients arrive late or the system is out of inventory. It can also describe the frequency such as occurring on average once a day, etc. The purpose of when it occurs is to determine how frequently so as to assess the significance of the problem. The location is where the problem occurs either physically or organizationally. The annual cost is what the enterprise would gain if the problem was corrected. The quality impact is how the problem affects the system output and system performance. The problem definition is carried over to the problem cause analysis template to list all the problem’s causes.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Problem/Opportunity** | **Stakeholders Affected** | **When it occurs / Frequency** | **Location where it occurs** | **Annual Cost\*** | **Quality Impact** |
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\* Here you should provide justification for the estimated cost impact for each problem. See textbook Section 8.2 for examples.

## Problem Cause Analysis

*Instructions: Copy the problem statements from the problem statement matrix. For each problem list the potential causes of the problem. Cause categories are: people, equipment, supplies/materials, location, process, organization, external.*

|  |  |
| --- | --- |
| **Problem Statement** | **Causes** |
| 1. | a. |
|  | b. |
|  | c. |
| 2. | a. |
|  | b. |
|  | c. |
|  |  |

## Functional Requirements

*In this section, describe all the functional requirements. Responsible party is the person who ensures the requirement is satisfied. Status tracks the progress of the requirement through the life cycle. Sequentially status can be: proposed (P), approved (A), in progress (IP), implemented (I), tested (T), accepted (OK). All requirements should adhere to the SMART criteria (see Section 8.4.2).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Req’mt #** | **Description** | **Stakeholders Affected** | **Responsible Party** | **Measure** | **Problem Number related to** | **Status** |
| F1 | Create new patient medical record | RN, Doctors, Staff, Pt | John Doe | Whether the function is available | P1 | P |
| F2 | Chart patient visit |  |  |  |  |  |
| F3 | Enter laboratory results |  |  |  |  |  |
| F4 | Order laboratory |  |  |  |  |  |
| F5 | Order drug |  |  |  |  |  |
| F6 | Generate billing codes |  |  |  |  |  |
| F7 | Generate reports |  |  |  |  |  |
| F8 | Create new user account |  |  |  |  |  |

## Non-Functional Requirements

*In this section, describe all the non-functional requirements. Table 8.6 categorizes non-functional requirement types. Responsible party is the person who ensures the requirement is satisfied. Status tracks the progress of the requirement through the life cycle. Sequentially status can be: proposed (P), approved (A), in progress (IP), implemented (I), tested (T), accepted (OK).*

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| --- | --- | --- | --- | --- | --- | --- |
| **Req’mt #** | **Description** | **Stakeholders Affected** | **Responsible Party** | **Measure** | **Problem Number related to** | **Status** |
| NF1 | Interface |  |  |  |  |  |
| NF2 | Quality |  |  |  |  |  |
| NF3 | performance |  |  |  |  |  |
|  | Reliability |  |  |  |  |  |
|  | Supportability |  |  |  |  |  |
|  | Regulatory |  |  |  |  |  |
|  | Infrastructure |  |  |  |  |  |
|  | Usability |  |  |  |  |  |
|  | Safety |  |  |  |  |  |
|  | Flexibility |  |  |  |  |  |
|  | Sustainability |  |  |  |  |  |
|  | Maintainability |  |  |  |  |  |
|  | Scalability |  |  |  |  |  |

## Stakeholder Characteristics

*Identify each type of stakeholder or user of the system by function, location, and type of device. Specify the number of users in each group and the nature of their use of the system. The description should be with respect to the project – how do they use the system or how will they use the system? The purpose of this section is to understand the various system stakeholders and how they should be informed and/or managed to ensure project success.*

## Constraints

*Describe the constraints of the system. Constraints limit what can be done or what is feasible. Constraints can be budgetary, schedule, regulatory, technical, or operational.*

## Assumptions

*Describe any assumptions that went into defining the requirements or other sections.*

# Interface/Integration Requirements

*This section summarizes the input and output interfaces required in the system. Each interface lists the system, the frequency with which the interface is utilized, the complexity of the interface, and who it is assigned to.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Req’mt**  **#** | **Description** | **System to Interface with** | **Frequency** | **Complexity** | **Assigned to** | **Priority** |
| I1 | Output billing codes | practice management system (PMS) | Each patient visit (approximately 50/day) | Medium | John Doe | High |
| I2 | Output schedule |  |  |  |  |  |
| I3 |  |  |  |  |  |  |

# Process Requirements

*In this section are models (flowcharts, data flow diagrams, IDEF0) describing the workflow and enterprise processes.*

# Information Requirements

*In this section are models (ER diagrams) describing the information content requirements for the enterprise.*

# Organizational Requirements

*In this section are models (Organizational Charts and supporting documents) describing the organizational jobs, positions, and their structure to support the enterprise.*