

#1 This document is a generic User Requirement document for use by IDA projects. It provides guidance and template material which is intended to assist the relevant management or technical staff, whether client or supplier, in producing a project-specific User Requirement document. It is also useful background reading for anyone involved in developing or monitoring the IDA Management System (IDAMS).

## 0.2 USE OF THIS DOCUMENT

#1 This Preface is addressed to the users of this generic document and is not meant to be retained in any project-specific User Requirement documents based on it.

#2 The remaining sections (numbered 1, 2, 3, ...) constitute a template that should be used to construct the project-specific User Requirement document.

- Text in normal case is in the most part "boilerplate" that can be retained, amended or deleted in the document.
- Text in *italics* provides instructions on how to complete a section and should be removed once the section is written.

#3 The template should be used pragmatically, that is - where a section is not relevant it should be omitted. Conversely, the material contained in this document is not necessarily exhaustive; if there is a subject that is relevant to the project, but is not included in this document, it should still be included.

#4 This document has been prepared using MS Word 97. The following variables are currently recorded as File "Properties" under MS Word. They may be modified by that means or overwritten directly at each occurrence in the document, at the discretion of the user.

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