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| --- | --- |
| Project Name | Enter the name of the Project Here |
| Owner | Enter your name here |
| Revision | Keep track of changes you made. This is a good habit for all of your documentation |
| Date | This would be the date you created this document |

**Brief Description**

In this section, give the quick, one paragraph description of what task needs a database. You don’t need too many details here; those will get filled out below.

**Purpose**

In this section, you give more details about why you need a database solution. Describe the task that needs done or the problem that needs solved. You may want to describe how you would accomplish these tasks or overcome these problems without a database.

This section will probably be a couple of paragraphs in length, but could be longer.

**User Roles**

List and describe the roles of the people who will use the project when finished. Focus on the actual roles and not the people who fill these roles. Roles typically describe types or levels of responsibility. You may have to make up a role or two to flesh out the project.

In addition to listing the roles, you will want to mention what tasks will be assigned to each role. This can be part of listing the responsibilities of each role. There will be an assumption that if the responsibility is not explicitly listed for that role, then a person in that role will not be able to use the finished project for that task.

This section should have at least one paragraph per User Role.

**Planned Uses/Goal**

In this part, you describe the things that you would like to be able to do with the project when done. This is where you would list software screens, web pages, reports, and so forth. Remember, you are not telling the developer how to do any of this, but only describing what the use would look like from the outside.

This should be several paragraphs long, but can go longer.