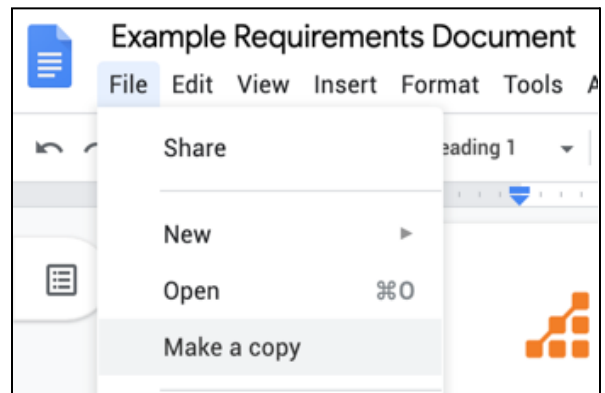


# Example Requirements Document: To-Do App

This document is 'view only'. To create your own version, please follow the below instructions:

1. Go to the top menu and select 'File'
2. Then select 'Make a copy'
3. Google Docs will then save a copy of the document to your own Google Drive.



Alternatively, select 'Download As' from the 'File' menu and save it as a Word document.

Read the [guide](#) for additional information.

# Example Requirements Document

This template complements the article about [How to Write a Simple yet Effective Requirements Document](#) and uses a fictional To-Do app as an example throughout. You can use this template to help create your own requirements document.

## **Goals**

*Note: This section is used to give a wider context to the development team and to ensure everyone is working toward the same goal.*

### **What is the purpose of this project?**

The goal of this project is to create a ToDo App that users can incorporate into their lives as a smart daily planner that can help them focus on their daily commitments and important tasks. We will also need to build a marketing site to share news about the app and new releases.

### **What problem does this project solve?**

The App helps users to create task lists so they can organize their daily errands as they mark them as completed without having too much overhead on the process.

### **How your product is better than existing solutions**

It is very intuitive and very easy to use and is created for all types of users. They can incorporate it into their routine without any gaps.

### **What is the vision for your project?**

Ideally, this product will capture and retrieve user's lists across devices to help them stay organized at work, home, and on the go. It will also allow them to create groups, so they can assign tasks between several group members, add reminders, priorities, and multimedia files to every task.

## User Personas

*Note: Three example profiles have been included. Depending on the complexity of your product you may need more. Typically we use at least 3 external users and all key internal users.*

*The following are the three key user personas that will use the To-Do app.*

### User Persona 1

<b>User Type</b>	Customer
<b>Occupation</b>	Full-time mom
<b>Name</b>	Kelly Tort
<b>Gender</b>	Female
<b>Age</b>	30
<b>Education</b>	Bachelor's Degree
<b>Location</b>	Miami, FL
<b>Objective</b>	Kelly has millions of things to do, between wrangling kids and running errands. She has a lot of tasks and commitments to remember, all while being distracted by her kids and day-to-day responsibilities. The app will need to make sure that nothing falls through the cracks.

### User Persona 2

<b>User Type</b>	Customer
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<b>Name</b>	Jack Foster
<b>Occupation</b>	Plumber
<b>Gender</b>	Male
<b>Age</b>	45
<b>Education</b>	Technical Education
<b>Location</b>	San Francisco, CA
<b>Objective</b>	Jack is busy with a lot of clients, each with their own list of needs and deliverables. He needs to have quick access to what has to be done for each client as he proceeds throughout his workday.

### User Persona 3

<b>User Type</b>	Admin (Internal)
<b>Name</b>	Adam Jefferson
<b>Occupation</b>	Head of Support and Client Management
<b>Gender</b>	Male
<b>Age</b>	35
<b>Education</b>	Software Engineer
<b>Location</b>	New York, NY
<b>Objective</b>	Adam is a software engineer working for the company that created the ToDo app. He needs to access an "admin" view to see reports and statistics on how people are using the app in order to improve

	the product for future iterations
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## **User Stories**

*User stories are short descriptions of a feature, told from the perspective of one of your newly created end user profiles. They are typically structured in the following fashion:*

**As a [type of user], I want [some goal] so that [some reason]**

### **External User**

**S.1** - As an External User, I want to be able to sign up for the App to create my account.

**S.2** - As an External User, I want to be able to login to the App so that I can easily access the app

**S.3** - As an External User, I want to be able to reset my password so that I can receive a new one without losing my account.

**S.4** - As an External User, I want to see all my task lists so I can have quick access to each of them.

**S.5** - As an External User, I want to be able to create a new task list so I can organize all of my errands.

**S.6** - As an External User, I want to be able to create tasks so I can add them to one of my lists and organize my day.

**S.7** - As an External User, I want to be able to edit the task's data so I'm able to add all the desired details at any time.

**S.8** - As an External User, I want to be able to search so I can easily find a task regardless of which list it belongs to.

**S.9** - As an External User, I would like to see the task details so I can be fully aware of what I need to do.

**S.10** - As an External User, I want to mark a task as completed so It can be removed from my lists.

**S.11** - As an Admin, I want to be able to login to the administration system so I can review user data.

**S.12** - As an Admin, I want to be able to list all the users so they can see their basic information.

**S.13** - As an Admin, I want to be able to reset user's passwords so they can recover their account.

**S.41** - As an Admin, I want to be able to access usage statistics so I can create new KPIs and generate metrics to report on.

**S.15** - As an Admin, I would like to block a user that has been abusing the application.

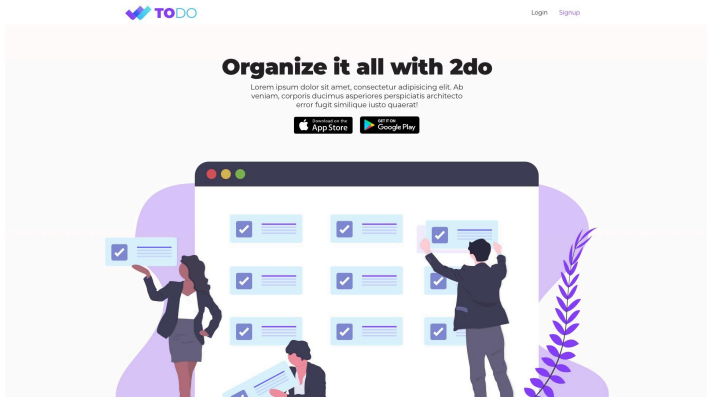
## **Screens**

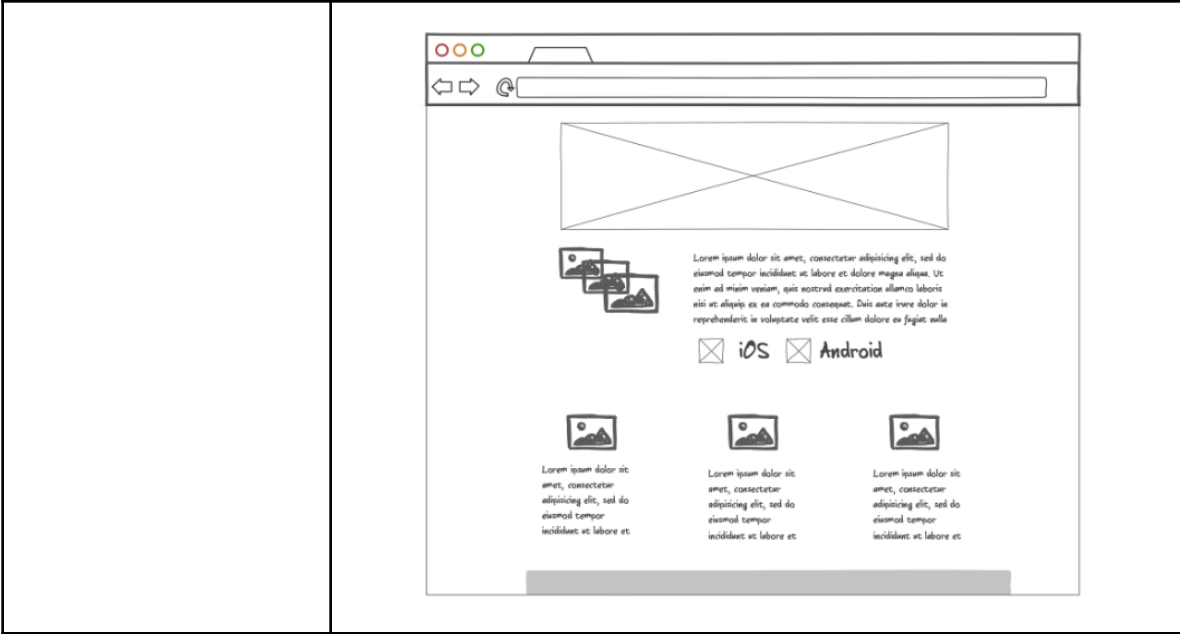
*Identifying the individual screens (for an app), or pages (for a website) are where a product's shape starts to become clear. These are the four key pieces of information for identifying the screens in a prospective app:*

1. **Name:** A distinct name that's easy to refer to during the design and development phase, such as the "Login Screen".
2. **Description:** A high-level overview of the screen's purpose. Eg. it should allow users to access the app, create an account, or recover their password.
3. **Elements:** Key items on the screen. For the login, it would be an email or username input, password input, submit button, forgot password link, and a create account

link. These elements are typically listed in order of their importance over position since that is communicated in the following point.

4. **Images:** Wireframes or mockups representing the screen to illustrate the overall layout and placement of key elements, sometimes annotated with relevant notes. They're not complete designs, rather a rough outline for the core of the product.


<b>Name</b>	Homepage
<b>Description</b>	Marketing site
<b>Elements</b>	<ol style="list-style-type: none"><li>1. Logos for the available devices and download links.</li><li>2. Special features</li><li>3. Preview so users can understand how it works and we can add descriptions</li><li>4. Hero image</li></ol>
<b>Images</b>	



Name	Terms of service
Description	Marketing site - legal terms
Elements	1. Terms of service and conditions
Images	

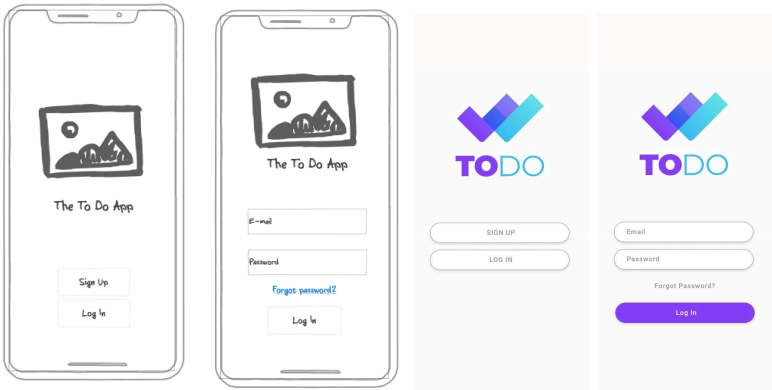


<b>Name</b>	Privacy policy
Description	Marketing site
<b>Elements</b>	1. Privacy policy
<b>Images</b>	


<b>Name</b>	Contact Us
Description	Marketing site
<b>Elements</b>	1. Basic information 2. Contact form
<b>Images</b>	


<b>Name</b>	FAQ
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Description	Marketing site
Elements	1. List with 20 FAQs
Images	

Name	Splash and Login screen
Description	Mobile app
Elements	1. Email account and password
Images	 <p>The image displays four mobile app screen designs for 'The To Do App'. The first two are wireframes: the left one shows a splash screen with an app icon, title, and 'Sign Up'/'Log In' buttons; the right one shows a login screen with 'E-mail' and 'Password' fields, a 'Log In' button, and a 'Forgot password?' link. The next two are design mockups with a light pink background and a colorful geometric logo. The left mockup shows 'SIGN UP' and 'LOG IN' buttons, while the right one shows input fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot Password?' link.</p>

Name	Sign up screen
Description	Mobile app
Elements	1. Full name, email and password

Images	 <p>The image shows a mobile app sign-up screen. At the top, there is a header image of a landscape with mountains and a sun. Below the header, the text 'The To Do App' is displayed. Underneath, there are three input fields labeled 'Name', 'E-mail', and 'Password'. At the bottom, there is a 'Sign Up' button.</p>
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Name	Reset password screen
Description	Mobile app
Elements	1. Email account
Images	 <p>The image shows a mobile app reset password screen. At the top, there is a header image of a landscape with mountains and a sun. Below the header, the text 'The To Do App' is displayed. Underneath, there is a paragraph of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor, nisi nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis'. Below the text, there is an input field labeled 'E-mail'. At the bottom, there is a 'Send new password' button.</p>

Name	Main screen or feed
Description	Mobile app
Elements	<ol style="list-style-type: none"> <li>1. Show all the lists</li> <li>2. Add new list</li> <li>3. Search icon and text field</li> </ol>

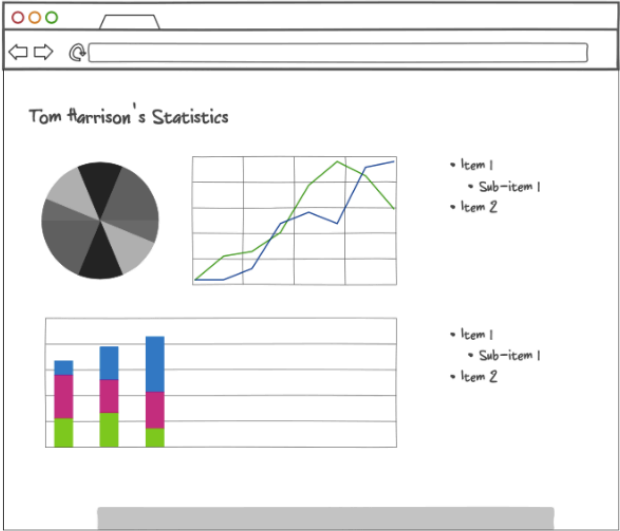
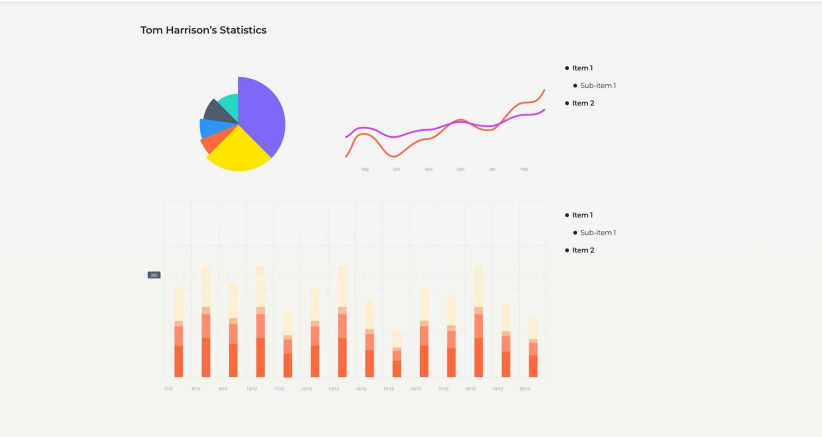
Images	
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Name	Create new task
Description	Mobile app
Elements	1. Task creation form: name, due date and notes
Images	

<b>Name</b>	Search results
Description	Mobile app
<b>Elements</b>	<ol style="list-style-type: none"> <li>1. Search bar</li> <li>2. Result list</li> </ol>
<b>Images</b>	

<b>Name</b>	Admin user list
Description	Admin dashboard - backoffice
<b>Elements</b>	<ol style="list-style-type: none"> <li>1. User information table: name, created at, blocked at, last login, encrypted password, email account</li> <li>2. Actions: block user and reset password</li> </ol>
<b>Images</b>	

<b>Name</b>	Admin reports
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Description	Admin dashboard - backoffice
Elements	1. Generated charts and metrics based on usage
Images	 

# Emails

Similar to the pages section above, you can document the template, content, purpose, and audience for notifications such as emails and messages in your product.

Email	Purpose
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New account has been created	This message needs to be sent after sign up process
We received your message	This message needs to be sent after the contact info is submitted to the marketing site
Your password has been reset	This email needs to be sent after resetting a user password on the back office or after the user triggers this action on the mobile app
Your account has been blocked	This email needs to be sent after the admin blocks a user

## **Functional Requirements**

*Include functionality not covered in the previous sections. Think of it as a general bucket for behavior that's required in your app, but isn't covered in a specific screen, story, or high-level goal statement.*

1. Details such as how tasks and task lists should be sorted by default
2. API operations and endpoints to perform actions such as creating and retrieving a user's Todos
3. Scheduled tasks for the internal system, such as periodically generating reports or performing database maintenance

## **Non-Functional Requirements**

*List requirements that may be important to your project but are not related to how the software itself behaves. This may include things like what framework should be used, hosting, and what platforms, devices, OSs, or browsers are being targeted.*

1. The application must be built in React Native and the backend using Ruby on Rails.
2. The application must use Stripe for payment processing
3. The application must be able to support 1,000 simultaneous users
4. The application must be hosted on AWS
5. The application must be responsive {work well and look good on all screen sizes}
6. The website must work in Chrome, Firefox, Safari and Edge.
7. Cross-platform synchronization (Windows, Android, iOS, Mac, and web)

## **External Links**

*Add links to external resources. This can include a competing product, a website whose design is similar to the style which you want to achieve, image and logo samples, and so on.*

<a href="https://todo.microsoft.com/tasks/">https://todo.microsoft.com/tasks/</a>	<b><u>Reference 1</u></b>
<a href="https://apps.apple.com/app/applestore/id1274495053?mt=8">https://apps.apple.com/app/applestore/id1274495053?mt=8</a>	<b><u>Reference 2</u></b>

## **External Files**

*Like the external links section above, this is where you can add attachments to the PRD such as design files, documentation, assets, or anything else that may be relevant to your project.*



<a href="#">Pew-Mobile-Social-Use-by-Generation-Oct2019.png</a>	The charts that we are looking to incorporate into the admin report page should use similar information as this example shows
-----------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------

## **Risks**

*Risks can include competition from existing apps, technological uncertainty, potential challenges during development, and any other foreseeable bumps in the road. Listing these concerns will help facilitate a plan to mitigate them.*

- It needs to be very easy to use. If users are unable to create lists and tasks the experience won't be good.
- Cross-platform synchronization must be solid switching between Windows, Android, iOS, Mac, and web.

## **Future Iterations**

*Here you can list potential iterations and improvements on your product beyond the initial MVP (Minimum Viable Product). This can include features that aren't required in the initial release but are worth keeping in mind as long-term goals.*

- Add subtasks into each task.
- Have the possibility to add videos, audios, or images to any task.
- Add reminders based on due dates so users can know when a task is about to expire.
- Assign tasks to specific users.
- Share a list with your contacts.
- Add high-medium-low to tasks so the users can know the priority order.

- A blog to post news and new features.
- Mark a user as unavailable so this person can't be assigned to any task.
- Create tasks that are repeated during a certain period of time.
- Show tasks planned for the current day in an independent list.
- Allow users to personalize the list and also to switch to the dark mode.

## **Notes**

We want to start with a basic marketing site and with a basic MVP on the Mobile app. In the future, we would like to have a web version of the app and add more functionality to it.