**Usability Requirements Document**

Conforms to Common Industry Specifications for Usability - Requirements v0.88

[Text in square parenthesis should be replaced or deleted, including this.]

**Project Title:** [The name of the product and version]

**Date:** [The date the requirements were prepared.]

**Company:** [The organization name.]

**Authors:** [Names of the people who produced the requirements.]

**Contact Details:** [Contact details for questions and/or clarifications.]

|  |  |
| --- | --- |
| Tick | Date |

**Confirmed by users (or their representatives):**

# Executive summary

[The Executive Summary provides a high level overview of the requirements. The intent of this section is to provide information for people who may not read the technical body of this document. This section should begin on a new page and end with a page break to facilitate its use as a stand-alone summary.

The executive summary:

1. Explains the purpose of the requirements.
2. States the level of conformance.
3. Provides a high level overview of the requirements that includes:
   * Name, version, and brief description of the product.
   * Summary of the type of users, tasks, any associated equipment (hardware, software, and materials), and the physical and social environments in which the product is intended to be used.
   * A list of the task scenarios, with criteria for effectiveness, efficiency, and satisfaction (for level 2 and 3 conformance).
4. Explains the reason for and nature of the requirements. ]

# Product details

## Product description

### The formal product name and version.

### The parts of the product for which requirements are being provided.

### The user groups for which the product is intended.

### Type of use

[Whether the product is intended to be “walk up and use”, or whether any documentation, training materials or course has to be studied before the product is used.]

### The type of user work that is supported by the product.

### Description of the environment in which the product should be used.

### Support for any groups with special needs.

## Product objectives

[Product objectives include:

1. The overall objectives for the product and specific objectives for any subset of usage.
2. Any known or intended functions and components that support key objectives. ]

## Context of use and scenarios

[The context of use and scenarios include all of the information and headings specified in Clause 6.2:

1. Stakeholders
2. User groups
3. Goals and tasks
4. Technical environment (equipment)
5. Physical and social environments
6. Scenarios of use for the most important goals]

# Usability performance and satisfaction criteria and values

[The usability performance and satisfaction criteria include the information specified in Clause 6.3, including

1. The goals that will form the basis of the requirements, with scenarios of usage, with an explanation of why these goals and scenarios were selected.
2. The relative importance of each goal.
3. A definition of the performance and satisfaction criteria appropriate for the scenario and product.
4. Target values or a range of anticipated values for these criteria, which may be:
   * a definite requirement, or
   * a provisional requirement subject to further negotiation, or
   * an objective for guidance.

Criteria may include target values for effectiveness, efficiency, and satisfaction, an explanation that a target value will be provided later, or an explanation of why a target value cannot be established (for example for a completely new product).

If any documentation, training materials or course has to be studied before the product is used, measures should be given for the usability of the training materials in at least one training scenario (effectiveness, efficiency, and satisfaction when completing training goals).]

# Requirements for testing

[If a protocol for a usability test is included, the information specified in Annex C may be used.]