Requirement Gathering Template

[Standard Operating Procedure]

<Use Case Name>

Author: *Author Name*

Date:
Document Version: 1.0
Status: Draft

Revision History

Date of this revision:	Date of next revision:

Version	Date	Author	Summary of Changes	Changes marked

Action Items and Ownership

S.No	Items	Team Details	Contact Details	Mandatory For Initial Review	Notes
1	Account Name				
3	Pre-Requisite Details				
4	Automation Benefits				

Account and Requester Info

Account Name:	
Use Case Name:	
Account Platform/Middleware SMEs Email:	
Account Tower Admin Email:	
Account DPE/Automation Focal Email:	

Use Case Details

Problem Statement:	
Solution Description:	
Type of Automation:	
Automation Action Type:	
Operating Systems:	
Subsystem:	

Pre-Requisites or Dependencies

Modules/Collections:	
Additional Inputs (Patch files, Hotfixes):	
Output:	
Other Dependencies:	

Main Instructions (Suggested Procedure) [Example use case]
Inputs:

Please write in this field a brief description of the Standard Operating Procedures for the required Task that are required to be done on this section.

Please list any specific variables from which input values must be taken:

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Automation Benefits

Approximate Man Hours:	
No. of Servers:	