**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:** |  |