System Requirements

**Section 1: Project overview** (please refer to the process notes and completion guidelines within section 7)

|  |  |
| --- | --- |
| **Project name** |  |
| **Priority** | Urgent High Medium Low |
| **Document status** | Draft Final |
| **Primary stakeholder** |  |
| **Other stakeholder(s)** |  |
| **Technical lead(s)** |  |
| **Project outline / overview** |  |
| **Associated document(s)** |  |

**Section 2: Approval** (please refer to the process notes and completion guidelines within section 7)

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| --- | --- | --- | --- |
| **Technical lead / document controller** - This document is an accurate reflection of the user and technical requirements | | | |
| **Name** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date Approved** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IS QA** – This document has been reviewed and technical queries or concerns raised and resolved with lead developer | | | |
| **Name** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date Approved** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary stakeholder** – This document is an accurate reflection of my requirements for the project | | | |
| **Name** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date Approved** |  |

**Section 3: User requirements** (please refer to the process notes and completion guidelines within section 7)

1. **Example Function requirement 1 (e.g. System Access)**

|  |  |  |
| --- | --- | --- |
| Requirement No. | Requirement | Test Location (Feature file name or UAT) |
|  | Example requirement |  |
|  | Example Requirement |  |

1. **Example Function requirement 2 (e.g. Reporting)**

| Requirement No. | Requirement | Test Location (Feature file/ name or UAT) |
| --- | --- | --- |
|  | Example Requirement |  |

**Section 4: Technical details** (please refer to the process notes and completion guidelines within section 7)

**4.1 Overview**

* Technologies to be used – including versions
* Supported platforms / OS / browsers
* Authorisation / authentication mechanism(s) used
* Auditing mechanism(s)

**4.2 Data schema / structures**

* Details of each data import supported including format
* Details of each data export supported including format
* Details of each data storage mechanism (e.g. database schema)

**4.3 Visual layout / structure**

* Page layout / sitemap

**Section 5: Work packages** (please refer to the process notes and completion guidelines within section 7)

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Description** | **User requirements** | **Est Timescale** |
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**Section 7: Process Notes and Completion Guidelines**

* Section 1 should be completed by the project lead, their proxy or a member of the IS team on their behalf
  + Project name should include trial and system if applicable e.g. SCIPI Web Randomisation
  + Only one project should be referenced per document
  + The primary stakeholder should be the named person(s) who will approve the requirements document, test plans and upon completion of development release of the system
    - For randomisation systems or other trial systems this must be a senior statistician
  + Other stakeholders should list the name(s) of anyone else who can instigate requirement changes during development of the project and can act as a proxy for the primary stakeholder
  + The project overview should be a brief description of the project and background as to why a new solution is required to solve the problem
  + All other documents related to the project, but not required specifically as part of IS003 (e.g. study protocol) should be referenced in the associated documents including version numbers
  + The technical lead or IS manager will act as document controller for this document ensuring it is completed correctly and completely in the first instance with the technical lead updating the document in response to requirements changes or clarification as development commences
* Section 2 should be completed by the named individuals after completion of sections 1, 3, 4, 5 and 6
  + Where project requirements cannot be readily defined upfront it is likely the document will be modified during development. The sign-off process should be completed for version 1 of the document prior to development commencing, even if the document is still considered as a draft with an additional sign-off then required on the final version of the document prior to release of the completed system
  + Additional signatures should be added if required e.g. Sponsor or Chief Investigator
* Section 3 should be dictated by the project stakeholders with IS input and support to ensure the requirements are well defined, and testable.
  + As some items will be titles or sub-titles for subsequent requirements these items should be italic
  + Each item should only contain a single requirement of the project
  + Data fields should be specified and all validations (required / optional, allowed range, data type, stored on database)
  + Subsection can be used as required to help with the flow of the document for larger projects
  + All requirements should be uniquely identified with a numeric value
  + Before User Acceptance Testing (UAT) the specification should be updated to include the location where the requirement is tested
* Section 4 should be completed by the IS manager or technical lead and define system considerations that may not be covered by the user requirements including technologies and platforms supported – where appropriate the database schema should be included in a graphical form.
* Section 5 should be completed by the IS manager or technical lead, this section should be used as both a guide to stakeholders for the development timescales for the proposed solution and indication of how the development tasks can be broken down into smaller components allowing stakeholder interaction and feedback during the development cycle
  + Stakeholder should note these value are provided as estimates / guides for FTE development required for each component – other IS priorities, requirement change / clarification and periods of inactive time awaiting other resources e.g. user feedback or testing need to be considered to produce an expected delivery date
  + Each section package should map against the user requirements covered (fully or partially)

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