Web Requirements Document

## 

## Purpose

The purpose of this tool is to help you document departmental business requirements for your website. The results from this exercise will be prioritized using a Web Requirements Priority Index, to ensure each requirement is analyzed logically.

[Insert Company Name or Logo]

**Web Requirements Document**

[Insert Date]

[Completed By: Project Manager]

[Completed For: Project Sponsor]

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## Executive Summary

### What are the most critical web requirements?

Provide a brief description of the most important web requirements and include why it will add business value.

## Website Requirements by Department

### Website Requirements

In this section, document each of the requirements suggested by department.

To save time, conduct a meeting with a leader from each department to gather initial requirements. Next, task each department head with gathering additional requirements from their respective teams.

#### Executive Management

* Requirement #1
* Requirement #2

#### Marketing Department

* Requirement # 1
* Requirement # 2

#### Sales Department

* Requirement # 1
* Requirement # 2

#### Customer Service

* Requirement # 1
* Requirement # 2

#### Production/Engineering

* Requirement # 1
* Requirement # 2
  + 1. **Operations Department**
* Requirement # 1
* Requirement # 2
  + 1. **Human Resources Department**
* Requirement # 1
* Requirement # 2
  + 1. **Finance Department**
* Requirement #1
* Requirement #2

## Web Requirements Prioritization

### Prioritized List of Web Requirements

Complete and insert the results from our [Web Requirements Priority Index](http://www.demandmetric.com/content/practical-tools/web-requirements-priority-index)to document and prioritize all web requirements from each department.

### Out of Scope Requirements & Features

This section is used to document features that are out of scope for the website program. Use this information to consider future program features, and to clearly communicate what will be delivered and what will not.

Following is a list of proposed web requirements/features:

1. Out of Scope Requirement #1
2. Out of Scope Requirement #2
3. Out of Scope Requirement #3