Project Title

Requirements Definition

The Requirements Definition defines the functional and non-functional requirements. Its intended audience is the project manager, project team, project sponsor, client/user, and any stakeholder whose input/approval into the requirements definitions process is needed.

# High-Level Business Requirements

The following table presents the requirements that the project’s product, service or result must meet in order for the project objectives to be satisfied.

| **REQ ID** | **Business Requirement** |
| --- | --- |
|  |  |

# Functional Requirements

| **Req. ID** | **Requirements** | **Notes** |
| --- | --- | --- |
|  |  |  |

## business process model

*<Provide hyperlink to any business process models. Remove section if N/A.>*

# Non-Functional Requirements

|  |  |  |
| --- | --- | --- |
| **Req. ID** | **Requirements** | **Notes** |
|  |  |  |

# Out-of-ScopE

*<Specify functional areas that are not in scope for this analysis. Indicate N/A if none exist.>*

# 

# VERSION HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Number** | **Revision Date** | **Author** | **Description of Change** |
| 1.0 | <*mm/dd/yy>* | <*Author Name>* | <*Description of change>* |