Requirements Gathering Template   
(Version 1.0)

* **PROJECT NAME: [name]**
* **PHASE: [phase]**
* **DATE: [mm/dd/year]**
* **PREPARED BY [name]**

**VERSION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **VERSION #** | **IMPLEMENTED BY** | **APPROVED BY** | **APPROVAL DATE** |
| [number] | [name] | [name] | [mm/dd/year] |
|  |  |  |  |
|  |  |  |  |

1. **Project Plan**
   1. **DESCRIPTION/PURPOSE OF PROJECT:**
   2. **SCOPE OF PROJECT:**
   3. **TIMELINE AND METHODOLOGY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **MILESTONES** | **GOAL** | **DEPENDENCIES** | **RESOURCES** | **OUTCOME** |
| mm/dd/year | [note ms] | [note goal] | [dependent on] | [teams, software, materials, etc.] | [note outcome] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Project Description**
   1. **PROJECT STAKEHOLDER SCENARIOS**

[NOTE GOALS AND OBJECTIVES]

* 1. **CONSTRAINTS & RESTRICTIONS**

|  |  |
| --- | --- |
| **CONSTRAINT** | **ISSUE/SOLUTION** |
| [note restriction] | [what is the issue and its resolution] |
|  |  |
|  |  |

1. **Project Requirements**
   1. **USER REQUIREMENTS**

* [list all user requirements]
* []
* []
  1. **FUNCTIONAL REQUIREMENTS**
* [list functional requirements]
* []
* []
  1. **SYSTEM REQUIREMENTS**
* [list system requirements]
* []
* []
  1. **USER INTERFACE REQUIREMENTS**
* [list interface requirements with mockups and examples as needed]
* []
* []
  1. **WORKFLOW AND ACTIVITIES**
* [describe workflow and activities]
* []
* []
  1. **CHANGE MANAGEMENT**
* [describe change management plan]
* []
* []
  1. **RISK MANAGEMENT**
* [describe risk management plan]
* []
* []

1. **High-Level Tech Architecture**

* [list the high-level tech used in project]
* []
* []

1. **Maintenance & Support**

* [list what maintenance and support will be needed]
* []
* []

1. **User Testing & Evaluation**

* **TEST #1**
  + **Objective: []**
  + **Users: []**
  + **Tasks: []**
* **TEST #2**
  + **Objective: []**
  + **Users: []**
  + **Tasks: []**
* **TEST #3**
  + **Objective: []**
  + **Users: []**
  + **Tasks: []**

1. **Sign-Offs**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Role: |  |  |  |

1. **Appendixes**

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| **DOC NAME/VERSION** | **DESCRIPTION** | **LOCATION** |
| [name/version of doc] | [describe doc] | [where is it? URL, physical local] |
|  |  |  |
|  |  |  |