stage. The problems and requirements list that is produced from this stage is a crucial deliverable in the development process.

In this chapter we illustrate two ways of recording requirements in the early stages of development. One of these is the problems and requirements list, and the other is the problem definition, which is a brief initial summary of what has been discovered during the requirements elicitation process. An example of an initial problem definition for the Wheels system is shown in Figure 2.6.

The second, more detailed approach to recording requirements at this stage is the problems and requirements list. Requirements are recorded more formally and more comprehensively, so that the clients and users can check that the developer has a good understanding of what is wanted. Each requirement should be given a unique number or code, so that it can be clearly identified right through the development process. There should be a brief description of the requirement, including where it came from and the date it was identified. It is impossible for a developer to satisfy all the wishes of clients and users, so requirements should be prioritized by designating each one as essential, desirable or optional. It is also helpful to document any related requirements and any documents that are associated with this requirement. Finally, if there are changes to a requirement during development, these should also be documented, including the reason for the changes and the effect this may have on the system. Figure 2.7 shows two examples of early requirements specifications from the Wheels system.

No.	Source	Date	Description	Priority	Related Reqs.	Related Docs.	Change Details
5.1	Meeting with Annie Price at Wheels	10 Feb. 2004	Keep track of how many bikes a customer is hiring, so that he gets one unified receipt	Essential	1.3 2.3 6.1	Bike cards	

No.	Source	Date	Description	Priority	Related Reqs.	Related Docs.	Change Details
2.2	Customer survey	March 2004	Keep record of previous bikes hired by customers	Desirable	2.1 2.4	Bike cards	

Figure 2.7   *Two examples from the problems and requirements list for the Wheels system*