## Template for the requirements specification

The requirements specification is typically developed after the project has been authorized. It describes how individual requirements meet the business need for the project.

*\* This is a rough outline; some variation is possible.*

## Cover page

The cover page should show the document name, project name, client name, the project team name, the date of the document and the version number of the document. Add logos for the project team and/or client.

*Things to think about: Is the relevant information displayed on a separate cover page? Max 1 page.*

## Table of Contents

Include a table of contents generated from the content of the document. The table of contents should be on a separate page. Your document should have page numbers. After the ToC, you are welcome to add logos for the client and project team.

*Things to think about: Is the table of contents auto-generated? Max 1 page.*

## 1 Executive summary

The executive summary is a short paragraph or section that *summarizes* the document.

*Things to think about: Is it a correct summary of the requirements specification? Does it reflect the content of the document? Max 1 page.*

## 2 Change Log

The change log shows when and by whom changes were made to each version of the document (i.e. date, document version that was changed, person who made the change, description or the change). The first version will most likely only have a “*Document created*” entry.

*Things to think about: Is an appropriate change log included? Max 1 page.*

## 3 Project scope statement

This section provides a detailed project scope statement, which enables the creation of a work breakdown structure. Include sub-sections for the product scope description, a list of deliverables, project acceptance criteria for deliverables, exclusions from the project, constraints and assumptions.

*Things to think about: Appropriate content in the six sections. Max 5 pages.*

## 4 Stakeholders

List the main stakeholders and describe their interest in the project.

Describe the user stories

## 5 User stories

A user story is an informal, general explanation of the features written from the perspective of the end user. The user stories should take the following structure (**bold** is fixed words, and *italics* needs to be replaced):

*Example user* **is a** *user description* **who wants to** *user need* **but struggles because** *obstacle.*

## 6 Requirements

Describe the business, stakeholder, solution (functional and non-functional), project and quality requirements of the product. Requirements should be listed in tables.

You may include UML use case, sequence diagrams or any other kind of diagrams to explain the requirements.

Structure your requirements using the table below.

| **ID** | **Stakeholder** | **Requirement** | **Priority** | **Acceptance criteria** |
| --- | --- | --- | --- | --- |
| 01 | UP management |  |  |  |
| 02 | UP students |  |  |  |
| 03 | UP lecturers |  |  |  |

*Things to think about: Appropriate requirements description. Max 10 pages.*

## Bibliography

Include any references consulted for preparing the document.

## Annex

Include other relevant information.

**PROJECT DIVISION**

| **Cover Page** | **from Project Proposal** |
| --- | --- |
| **Executive Summary** | **Prudence** |
| **Change Log** | **All update** |
| **Project Scope** | **Keren** |
| **Stakeholders** | **Suzie** |
| **User Stories** | **3 each** |
| **Requirements (Table)** | **Brett** |
| **Requirements (UML)** | **Keren, Suzie, Prudence** |

**5th September - Document Creation**