Requirements Gathering Template   
(Version 1.0)

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

**VERSION HISTORY**

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

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1. **Project Plan**
   1. **DESCRIPTION/PURPOSE OF PROJECT:**

* **[]**
* **[]**
* **[]**
  1. **SCOPE OF PROJECT:**
* **[]**
* **[]**
* **[]**
  1. **TIMELINE AND METHODOLOGY**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **MILESTONE** | **RESPONSIBLE** | **ISSUES** | **NEW DATE** |
| [note ms] | [team member] | [note issue] | mm/dd/year |
|  |  |  |  |
|  |  |  |  |

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. **ASSUMPTIONS & DEPENDENCIES**
* **[note assumption]**
* **[]**
* **[]**
* **[note dependencies]**
* **[]**
* **[]**

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

* [list all user requirements]
* []
* []
  1. **FUNCTIONAL REQUIREMENTS**
* [list functional requirements]
* []
* []
  1. **SYSTEM REQUIREMENTS & SOFTWARE INTERFACES**
* [list system requirements]
* []
* []
* [list software interfaces]
* []
* []
  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: []**
  + **Artifacts: []**
  + **Users: []**
  + **Tasks: []**
* **TEST #2**
  + **Objective: []**
  + **Artifacts: []**
  + **Users: []**
  + **Tasks: []**
* **TEST #3**
  + **Objective: []**
  + **Artifacts: []**
  + **Users: []**
  + **Tasks: []**

1. **Sign-Offs**

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

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

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

1. **Appendixes**

**REFERENCES**

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

**KEY TERMS**

|  |  |
| --- | --- |
| **TERM** | **DEFINITION** |
| [term] | [definition] |
|  |  |
|  |  |

**Free Related Templates**

* [Project Plan Template](https://www.projectmanager.com/templates/project-plan-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-req-gath&utm_content=&utm_detail=&utm_term=none)
* [Project Budget Template](https://www.projectmanager.com/templates/project-budget-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-req-gath&utm_content=&utm_detail=&utm_term=none)
* [Change Log Template](https://www.projectmanager.com/templates/change-log-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=word-req-gath&utm_content=&utm_detail=&utm_term=none)

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