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1. Overview

This Project Requirements Document includes all of the requirements necessary to fully describe the features, functions and capabilities required in the deliverables of this project. These include:

<Delete any of the bulleted items below that do not apply to your project. Add new items as needed.>

- **Business Requirements:** those high level features, functions, capabilities and conditions that must be present in project deliverables so that they can be used to deliver the Business Value that is the goal of the project. All other requirements must support the Business Requirements.
- **Functional Requirements:** Detailed, specific capabilities (e.g. details of business operation) that project deliverables must provide. Includes Shall Statements, Use Case Scenarios and Business Rules.
- **Technical Requirements:** Conditions under which project deliverables must operate
- **User Requirements:** Aspects of project deliverables that fall under the heading of “fitness for use”
- **Transition Requirements:** Those requirements that only apply at the time of transfer of project deliverables from project team to customer
- **Project Requirements:** Those requirements that pertain solely to the planning and execution of the project.
- **Requirements Models:** Models used to analyze and communicate project requirements. Includes for example Organization, Location, Data, and CRUD models, and State Diagrams.
- **Process Change Models:** Models used to analyze and communicate project requirements specifically related to changes in business process. Includes for example ETVX, SIPOC, Data Flow, GQM, STP and Use Case Diagrams.
- Other requirements as may be needed

Put your
logo here

**Put your
Organization
Name here**

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2. Project Identification

<Modify the content of this section to match the project identification requirements of your organization. Type the requested information in the column on the right. The information should be consistent with the information in the Project Charter. Add rows for supplemental project identification information as needed.>

Business Organization:	
Business Sponsor:	
Department:	
User Representative:	
Business Project Manager:	
Technology Project Manager:	
Project Reference # (if applicable):	






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3. Executive Summary

<For each of the items below, provide a concise paragraph that describes **at a high level** the project purpose, expected Business Value and other information as requested. Some of this information may be found in the Project Charter or Scope Statement (if available).>

What is the Purpose of this project? 	
How is this project justified? 	
What is the intended Business Value? 	
Sponsor Urgency: 	
Who will use the deliverables of this project? 	
Who benefits? How? Does anyone lose? How?	
If the project ends, how will you know that it was a success?	
Assumptions	
Constraints	

 is used for mouse over help. In the live template, put your cursor over the symbol and help text will appear.

4. Scope of Project

<Provide a link to the Scope Statement here.>

Link to the Scope Statement:

< If the Scope Statement is not yet available, fill in the following section as a temporary measure. This information should be available in the Project Charter.>

Scope Boundaries	List key project deliverables or insert link to high level WBS 📖		
	Check [x] PM Approach	[] Waterfall [] Iterative [] Agile [] Other:	
	Check [] if any special PM techniques that will be required for this project.	<input type="checkbox"/> Risk Mgt. <input type="checkbox"/> Formal Baselines <input type="checkbox"/> Change Control <input type="checkbox"/> CPM <input type="checkbox"/> Earned Value <input type="checkbox"/> Transition Mgt. <input type="checkbox"/> Phase-Gate Reviews <input type="checkbox"/> Configuration Mgt. <input type="checkbox"/> Work Authorization System <input type="checkbox"/> RUP/ITIL	
	List items specifically Out of Scope 📖		
<i><List the primary business groups affected by the project (e.g. primary users of project deliverables) and the impact on each group.></i>			
Business Group		Type of Impact	Number of Users
<i><List other business operations, software systems, hardware systems and significant interfaces that are affected by this project and the nature of the impact to or those who are secondarily affected.></i>			
Group/System	What is affected	Type of Impact	
<i><Describe any changes in data volumes (e.g. number of new accounts, inquiries, sales, payments, etc.) or timing of data transactions (e.g. 29% increase in end-of-month account settlement) that the project will create.></i>			

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5. Business Requirements

< Business Requirements are the high level features, functions, conditions and capabilities that must be delivered in order for the organization realize the intended Business Value. Business Requirements drive the project. All functional, technical and other requirements must trace back to the Business Requirements.

If Business Requirements were listed in the Project Charter, copy and paste them here. If not, define and record them here. This form assumes that there will be a hierarchy of Business Requirements comprised of multiple groups. Provide a unique ID (e.g. 5.A.1, A.2) for each Business Requirement.

A. <Replace this text: Enter the name of the first Business Requirements Group here> 

Unique ID	Business Requirement
5.A.1	
5.A.2	

B. < Replace this text: Enter the name of the second Business Requirements Group here>


Unique ID	Business Requirement
5.B.1	
5.B.2	

C. < Replace this text: Enter the name of the third Business Requirements Group here>

Unique ID	Business Requirement
5.C.1	
5.C.2	

6. Functional Requirements

Functional Requirements are detailed descriptions of system features and functions that, together, define the operation of project deliverables. Functional Requirements may be documented in many different ways, each of which provides a unique view of how deliverables will operate.

Enter Functional Requirements here. Fill in any of the following sections that apply to this project. In each section, either enter the information or provide a link to a separate document where the information may be found.> 

A. Shall Statements: Declarative statement about some aspect of a deliverable.

Shall Statements may be listed here or in conjunction with other Functional Requirements (e.g. a Use Case Scenario may include a list of related Shall Statements).

If Shall Statements are maintained in a separate workbook, provide a link here.

Link to Shall Statements Workbook

If Shall Statements are not maintained elsewhere, enter them below. Provide a unique ID (e.g. 6.A.1, 6.A.2), priority (e.g. High, Medium and Low), and trace to Business Requirements, and, when known, the source for each Shall Statement.>

6.A.1 Priority Source

Trace to BRS Req

ext

6.A.2 Priority Source


Trace to BRS Req

ext

B. Use Case Scenarios: A Use Case Scenario (UCS) describes how a specific Actor or Actors interact with a deliverable (e.g. software system) through a specific Use Case. It is a high level description of each action the Actor makes and each response the system provides. A UCS can be a complex document (see the Use Case Scenario template) and so is best maintained outside of this document. However, links to UCS documents should be provided here. For each UCS, provide a unique ID (e.g. 6.B.1, 6.B.2), the UCS name and a link.

6.B.1	UCS Name:		UCS Link:	
6.B.2	UCS Name:		UCS Link:	
6.B.3	UCS Name:		UCS Link:	

C. Business Rules: There are two kinds of Business Rules.

- *Operative Business Rules define the execution of organizational policy and dictate process decision points. They are intended to guide the actions of people. These rules are usually presented as a simple textual statement. Provide each Operative Business Rule with a unique ID (e.g. 6.C.a.1, 6.C.a.2)* 

Structural Business Rules specify how data are determined or related, and help determine when something is true or false, or when something falls into a specific category. These rules codify the knowledge of the organization. They are usually in the form of a truth table with explanatory text. Provide each Structural Business Rule with a unique ID (e.g. 6.C.b.1, 6.C.b.2), the truth table and a textual description.

You can use Business Rules in the section on alternatives; you may include them with other Functional Requirements or a Use Case Scenario and include a list of related Business Rules.

a. Operative Business Rules

6.C.a.1

Rule:

6.C.a.2

Rule:

b. Structural Business Rules

6.C.b.1

Description:

insert table here

6.C.b.2

Description:

insert table here

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7. Technical Requirements

<Technical Requirements (a.k.a. Non-Functional or Quality of Service Requirements) are the specific conditions under which project deliverables will operate. There are many kinds of Technical Requirements but not all will apply to every project. See the Appendix to this document for a list of Technical Requirement types.

In the section that follows, either provide a link to a separate Technical Requirements document where the information may be found or else enter the requirements information requested. Identify all requirements in your project that are relevant to each Technical Requirement type.

Technical Requirements should have at least the following attributes: unique ID (e.g. 7.1, 7.2), priority (e.g. High, Medium or Low) and trace to Business Requirement(s) (i.e. the ID of the Business Requirement(s) that each Technical Requirement supports.>

Link to the Technical Requirements document:

<If there is no Technical Requirements document, provide Technical Requirements here. Be certain to review the list of Technical Requirements types in the Appendix and consider which of those might apply to your project.>

7.1	Priority:		Trace to Bsns Req:	
Requirement Text:				
7.2	Priority:		Trace to Bsns Req:	
Requirement Text:				

8. User Requirements

<User Requirements are specifically requested by or included in support of those who will use project deliverables after project completion. They may be considered as "Fitness for Use" requirements as their intent is to ensure that stakeholders can use project deliverables effectively enough to deliver the intended Business Value. For example, all requirements that define "ease of use" in a software application may be considered User Requirements.

In the section that follows, enter the requirements information that is requested. User Requirements should have at least the following attributes: unique ID (e.g. 8.1, 8.2), priority (e.g. High, Medium, Low) and trace to Business Requirement(s) (i.e. the ID of the Business Requirement(s) that each User Requirement supports.

8.1	Priority:		Trace to Bsns Req:	
Requirement Text:				
8.2	Priority:		Trace to Bsns Req:	
Requirement Text:				

9. Transition Requirements

<Transition Requirements are all requirements that apply specifically to the work of delivery to the customer, and then become moot. For example, any requirements that pertain to data cleansing or data migration that apply only at the time of rollout to the customer and never again could be considered Transition Requirements. There are several kinds of Transition Requirements described in the Appendix to this document.

In the section that follows, enter the requirements information that is requested. Transition Requirements should have at least the following attributes: unique ID (e.g. 9.1, 9.2), priority (e.g. High, Medium, or Low), and Trace to Basis Requirements (e.g. the ID of the Business Requirements that cause the Transition Requirement).

9.1 Priority:

Trace to Basis Req.

Requirement Text:

9.2 Priority:

Trace to Basis Req.

Requirement Text:

10. Project Management Requirements

<Project Management Requirements pertain specifically to the management or conduct of the project. These requirements are of special interest to the Project Manager. There are several kinds of Project requirements described in the Appendix to this document.

In the section that follows, enter the requirements information that is requested. Project requirements should have at least the following attributes: unique ID (e.g. 10.1, 10.2), priority (e.g. High, Medium or Low).>

10.1	Priority:	
Requirement Text:		
10.2	Priority:	
Requirement Text:		

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11. Requirements Models

<Numerous models are available for the analysis and communication of project requirements. Several of them are listed below. If your models are maintained outside of this document, provide a link here. Otherwise, for each model provide the information requested along with a graphic or table of the model. >

Link to Models Workbook:
(if available)

A. Organization Models: An Organization Model is a graphical model that shows the organizational units (e.g. departments), roles, people, responsibilities, and reporting relationships within an organization. It can be used, for example, to identify actors and assign system roles. An Org Chart is a kind of Organization Model. Each model consists of a unique ID, a graphic and a textual description.

11.A.1 **Description:**

Insert graphic here

11.A.2 **Description:**

Insert graphic here

B. Location Models: A Location Model is a graphical model that shows the geographical locations of an organization. Information content can include organizational units, customers, facilities, and even functions within a facility. It is used to determine requirements that are related to differences in location, e.g. communication, language. Each model consists of a unique ID, a graphic and a textual description.

11.B.1 **Description:**

Insert graphic here

11.B.2 **Description:**

Insert graphic here

C. Data Models: A Data Model is a graphic model that provides insight into the information needs of stakeholders.

The most commonly used Data Model is a simplified version of an Entity Relationship Diagram. It is used by the BA to show relationships among groupings of data, where relationships are a function of System Usage and Business Requirements. This allows a better understanding of the data and related business rules and promotes effective communication with the technical team. For each Data Model provide a unique ID (11.C.11.C.2), the graphic, and a textual description.

11.C.1 Description:

Insert graphic here

11.C.2 Description:

Insert graphic here

D. CRUD Matrix (Create – Read – Update – Delete): A table that describes the access privileges of specific actors (e.g. system role such as Billing Supervisor; Billing Clerk) to specific information (e.g. individual data elements or groups of data elements).

For each CRUD Matrix, replace "Actor 1" with a project role and replace "Data Element 1" with the name of a data element.

11.D.1 System Name:

Data Set Name:

Table with 8 columns (CRUD, CRU, R, RU, RD, RUD, R) and 4 rows (Data Element 1, Data Element 2, Data Element 3, Comments: 1). Includes instruction: Erase sample data and enter your own.

11.D.2 System Name:

Data Set Name:

Table with 8 columns (CRUD, CRU, R, RU, RD, RUD, R) and 3 rows (Data Element 1, Data Element 2, Data Element 3). Includes instruction: Erase sample data and enter your own.

Put your
logo here

Put your
Organization
Name here

Sample - for Evaluation Only

Comments

E. State Diagrams: A State Diagram is a graphic model that describes the influences that can change specific states of a deliverable, and the actions that may be taken in response. This information can be used by the design team during design of deliverables. For each State Diagram, provide a unique ID (e.g. 11.E.1, 11.E2), the graphic, and a textual description.

11.E.1

Description:

Insert graphic here

11.E.2

Description:

Insert graphic here

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12. Process Change Models

<If the project involves changes to business process, fill out this section.>

Process Name	Process Description	Process Change

<Describe the project's Organizational Adoption requirements (e.g. assess organization's readiness for change; identify and work with resistant stakeholders)>

<If your models in support of Process Change are maintained outside of this document, provide a link here.>

Link to Process Models Workbook: (if available)	
--	--

<If your models are not maintained outside of this document, for each model below provide the information requested and a graphic of the model.>

A. ETVX Models: An Entry – Task – Validation – Exit (ETVX) model uses a high level view to identify tasks in a process.

For each ETVX model that you use, provide a unique ID (e.g. 12-A-1, 12-A-2 and so on) in the table. For Deficient Goal Support (1st 3rd) process goals from the relevant GOC table that are not fully supported by the ETVX model and explain the nature of the deficiency.

12-A-1 Process Name

Entrance Criteria

High Level Task List

Validation Steps

Exit Criteria

Deficient Goal Support

12-A-2 Process Name

Entrance Criteria

High Level Task List

Validation Steps

Exit Criteria

Deficient Goal Support

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B. SIPOC Models: A Supplier – Input – Process – Output – Consumer (SIPOC) model provides a high level view of a process and assists in setting scope boundaries for that process.

For each SIPOC model that you use, provide a unique ID (e.g. 12.B.1, 12.B.2) and fill in the table. High Level Process Steps can be text or a graphic. For Deficient Goal Support, list any process steps from the relevant GOM table that are not fully supported by the SIPOC model and explain the nature of the deficiency.

12.B.1 Process Name:

Supplier:

Input:

High Level Process Steps:

Output:

Consumer:

Deficient Goal Support:

12.B.2 Process Name:

Supplier:

Input:

High Level Process Steps:

Output:

Consumer:

Deficient Goal Support:

C. GQM Models: Goal – Question – Metric (GQM) models are used to:

- Describe the goals of a process
- Lists those questions that, when answered, allow one to determine if a process goal has been met
- Lists metrics that help determine the correct answer to each of the questions.

For each GQM model that you use, provide a unique ID (e.g. 12.C.1, 12.C.2) and fill in the table.

12.C.1	Process Name:	
	Goals of the process:	
	Questions to ask:	
	Metrics:	
12.C.2	Process Name:	
	Goals of the process:	
	Questions to ask:	
	Metrics:	

D. Process Models: A Process Model is a graphic representation of the sequence of activities in a business process. The logic of the process is built into the order and flow of events, including choice, iteration and concurrency, triggers, inputs and outputs.

Process models are used to define, analyze and communicate business operations where individuals and/or groups interact to accomplish work. They are also used to document and compare as-is versus to-be organizational states. There are many types of process models including flowcharts and swimlane diagrams. For each model that you use, provide a unique ID (e.g. 12.D.1, 12.D.2), the graphic and a textual description.

12.D.1	Description:	
	Insert graphic here	
12.D.2	Description:	
	Insert graphic here	

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E. Data Flow Models: A Data Flow model describes the flow of information that occurs during execution of a business process. For each model that you use, provide a unique ID (e.g. 12.E.1, 12.E.2), the graphic, and a textual description.

12.E.1

Description:

Insert graphic here

12.E.2

Description:

Insert graphic here

F. Use Case Diagrams: A Use Case Diagram displays which actors interact with which use cases in a system, i.e. it shows "who" can do "what". Each association between an actor and a use case (depicted by a line) is described by a Use Case Scenario. Each Use Case Diagram (UCD.) has a unique ID (e.g. 12.F.1, 12.F.2), a textual description and a graphic.

12.F.1

UCD Description:

Insert graphic here

12.F.2

UCD Description:

Insert graphic here

G. STP Models: *Situation – Target – Proposal (STP) models are used to:*

- *Specify a deficiency in a process (i.e. the Situation)*
- *Recommend an improved state for the process (i.e. the Target)*
- *Provide a proposed means for reaching the recommended state (i.e. the Proposal)*

For each STP model that you use, provide a unique ID (e.g. 12.G.1, 12.G.2) and fill in the table.

12.G.1 Process Name:

Situation:

Target:

Proposal:

12.G.2 Process Name:

Situation:

Target:

Proposal:

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13. Additional Information

<Use this space to provide any additional information related to requirements that the project team may be able to use.>

14. Sign-off

<The Project Requirements Document should be signed at least by the lead Business Analyst, the Project Manager and Project Sponsor. Have other stakeholders sign to demonstrate agreement as needed. A signed Project Requirements Document becomes part of the project Scope Baseline.>

	Name	Signature	Date (mm/dd/yyyy)
Business Analyst			
Project Sponsor			
Project Manager			

Appendix

The following is a list of requirements types. It is possible that many, perhaps even most, of these requirement types apply to your project. Review the list and be certain that you have accounted for all requirements in your project that fall under these categories.

A. Technical Requirements

Requirement Type	Examples
Accessibility	Is it necessary for your deliverables to consider Handicapped access?
Architecture - s/w	Do you have need for specific architectural elements such as J2EE or .NET; OO design; XML, SOAP; O/S, middleware
Architecture - h/w	Is it necessary to develop a hardware architecture for system elements such as server platform; SAN; firewall?
Availability	At what times of the day / week must the deliverables be available to users? 24/7?
Business Recovery	Does this system introduce new Business Recovery requirements?
Disaster Recovery	Does this system introduce new Disaster Recovery requirements?
Failover & Recovery	To what extent must the product recover without loss of data or function? Is a mirror system required?
Interface	How many systems will interface with the new one? Is there a need to import/export data in a specified format?
Load	What is the expected number of concurrent users? Of concurrent transactions? Amount of data per transaction? Magnitude of peak load? Estimated growth in load over time?
Localization	Are there language requirements? Regional requirements (e.g. date, address, and phone number format, time zone, legal/regulatory)?
Performance	What is the required response time for queries, reports, screen updates, web page load time, time per transaction, etc?
Production	Are there any requirements related specifically to how the product will be produced? Engineering? Manufacturing?
Product delivery vehicle	How will deliverables be provided to the customer (e.g. install, cd-rom vs. CD)? Access code required for download or install?
Quality	What types / level of defects are stop-ship-ers acceptable? When are workarounds OK?
Reliability	To what extent must all parts of the product work in a consistent manner (e.g. consistent navigation)?
Reporting	Are reports required in this project? What type of (e.g. ad hoc, canned, predefined with selection criteria)?

Reliability	How resistant to failure must the product be? Must it fail gracefully and what does that mean?
Scalability	Will it be necessary to expand the number of users? Over what period of time? How many locations?
Security	Are there password rules? Are there physical security requirements? Is security from internet attack a consideration? Is there need for data security where various user groups cannot see one another's data?
Software Configuration	Are there specific versions of O/S, browser, middleware, database, etc that must be considered in design and test of deliverables?
Stress	Will the system be used at the edge of its range, i.e. near or at its boundary conditions?

B. Transition Requirements: Requirements that apply only during rollout to the customer

Data Migration	Is data migration required? Must migration take place within a specified period of time? How much data cleansing is needed? Can some of the data be moved into archive files rather than live? Will custom data migration tools (i.e. software) be required?
Installation	Are special skills required for installation? Special operation at test sites? Install scripts? Does the install have to take place on a specific date or time? Must the user be present?
Stakeholder Support	Will there be need to provide special support to protect stakeholders during rollout?
Training	Will training be required? Of whom? Who does it? Where? When? Is there need to measure training effectiveness?

C. User Requirements

Ease of Use	Are there specific features that users request that will make the deliverables more usable? Example: dropdown lists in support of data integrity and the ability to maintain those lists.
User Interface	Do specific UI rules apply?

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D. Project Requirements

Legal	Are there legislated or mandated standards or processes that must be followed?
Post-Delivery	Are there any Maintenance and Support requirements that must be agreed upon during the project? Support Level Agreement (SLA)? Call Center?
Procurement	Are there special procedures, tools, etc. needed for the project's procurement activities?
Regulatory	Are there any regulatory requirements relevant to this project?
Standards	Are there any standards that will be used as part of the work of the project, e.g. JavaDoc, IEEE standards, Section 508 for web access, HIPPA, etc?