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Project Requirements Document Template
Rev. 1.1, May, 2013

Sample: For Evaluation Only

Project Requirements Document

Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	

1.

Version History (insert rows as needed):		
Version	Date (MM/DD/YYYY)	Comments
1.0		

This Project Requirements Document (a.k.a. Business Requirements Document (BRD)) promotes the best practice of complete documentation of project requirements. It supports a wide array of requirements types, including Business, Functional, Technical, User, Process and more. 

<Note: All italicized explanations / instructions within <> should be deleted along with this note. For any section that does not apply to your project, insert a comment such as "Not applicable to this project." Do not delete the entire section.>

<Be certain to update the Table of Contents as you work on the document.>

 This symbol indicates the availability of inline help. Mouse over the symbol to see the text.> **Note: in this Sample File, help text is shown to the right.**

Comment [-.1]: The following templates (available at www.cvr-it.com) may be used in conjunction with this document:

- BA Productivity Pack
- BPA Templates
- Use Case Template
- Project Charter or Project Charter Lite
- Scope Statement

Comment [-.2]: Congratulations! You have found inline help.

Portions of this template are available for your review

The complete template is available at www.cvr-it.com

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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: 

- **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 Specifications 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>*

Comment [-3]: Delete any of the bulleted items below that do not apply to your project. Add new items as needed.

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5. Functional Requirements


Functional Requirements

<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:

<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 Requirement(s) and, when known, the source for each Shall Statement. Note: it may be easier to maintain Shall Statements in an Excel worksheet.> 

6.A.1	Priority:	<input type="text"/>	Source:	<input type="text"/>
-------	-----------	----------------------	---------	----------------------

Trace to Bsns Req:

Text:

6.A.2	Priority:	<input type="text"/>	Source:	<input type="text"/>
-------	-----------	----------------------	---------	----------------------

Trace to Bsns Req:

Text:

B. Use Case Specifications (UCS):

< A UCS can be a complex document (see the Use Case Specification 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:	<input type="text"/>	UCS Link:	<input type="text"/>
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6.B.2	UCS Name:	<input type="text"/>	UCS Link:	<input type="text"/>
-------	-----------	----------------------	-----------	----------------------

6.B.3	UCS Name:	<input type="text"/>	UCS Link:	<input type="text"/>
-------	-----------	----------------------	-----------	----------------------

C. Business Rules:

< List Business Rules in this section or, alternatively, include them with other Functional Requirements, e.g. a Use Case Specification may include a list of related Business Rules. >

a. Operative Business Rules

6.C.a.1	Rule:	<input type="text"/>
---------	-------	----------------------

6.C.a.2	Rule:	<input type="text"/>
---------	-------	----------------------

b. Structural Business Rules

Comment [.22]: Functional Requirements are detailed descriptions of system features and functions that, together, define the behavior/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. Functional requirements are not the same as Design. While Functional requirements describe how something will operate, Design describes how it will be built. Functional requirements should be technology neutral.

Comment [.23]: A Shall Statement is a declarative statement about some aspect of a deliverable. Example: The system shall assign a unique number to each invoice. Shall Statements may be listed here or in conjunction with other Functional Requirements, e.g. a Use Case Specification may include a list of related Shall Statements.

Comment [.24]: Requirements priority should be set by project stakeholders. The Source is the stakeholder or other source that provided the requirement.

Comment [.25]: A Use Case Specification (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.

Comment [.26]: There are two kinds of Business Rules.

Comment [.27]: 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). Example Operative Business Rule: Applicable sales tax must be included in the final cost of every ordered item.

Comment [.28]: Structural Business Rules specify how data are determined or calculated, 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.


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10. Requirements Models

Requirements Models

<Numerous models are available for the analysis and communication of project requirements. If your models are maintained outside of this document, provide a link here. Otherwise, for each type of model listed below (e.g. Organization Model; Location Model) provide the information requested along with a graphic or table of the model. > 

Link to Models Workbook:
(if available)

Comment [.35]: Requirements Models include Organization Model, Location Model, Data Model, CRUD Matrix and State Diagram

A. Organization Models:

<Each Organization Model should include a unique ID, a graphic and a textual description.>

11.A.1 Description:

Insert graphic here

Comment [.36]: 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.

11.A.2 Description:

Insert graphic here

B. Location Models:

<Each Location Model should include a unique ID, a graphic and a textual description.>

11.B.1 Description:

Insert graphic here

Comment [.37]: 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.2 Description:

Insert graphic here

C. Data Models:

< For each Data Model (e.g. conceptual ERD), provide a unique ID (11.C.1, 11.C.2), the graphic, and a textual description.>

11.C.1 Description:

Insert graphic here

Comment [.38]: A Data Model is a graphic model that provides insight into the information needs of stakeholders. A 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.

11.C.2 Description:


Insert graphic here



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11. Process Change Models

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

Process Name	Process Description 	Process Change 

Comment [.41]: Process Change Models include ETVX, SIPOC, GQM, Process Flow, Data Flow, Use Case and STP

Comment [.42]: Provide a high level description of the process.

Comment [.43]: Describe the changes that will be made to the process.

Organizational Adoption Requirements

When they are needed, the project's Organizational Adoption requirements (e.g. assess organization's readiness for change; identify and work with resistant stakeholders) are listed below.

Link to Process Models Workbook: 

Comment [.44]: If your models in support of Process Change are maintained outside of this document, provide a link here.

Process Models

<If you want to maintain models within this document, for each model below provide the information requested and a graphic of the model.>

A. ETVX Models:

< For each ETVX model that you use, provide a unique ID (e.g. 12.A.1, 12.A.2 and fill in the table. For Deficient Goal Support list any process goals from the relevant GQM table that are not fully supported by the ETVX model and explain the nature of the deficiency.>

Comment [.45]: An Entry – Task – Validation – Exit (ETVX) model uses a high level view to identify tasks in a process.

- Entrance Criteria: state, artifacts or actions that launch the process
- Task List: a high level summary of tasks in the process (30,000 ft view)
- Validation Steps: actions taken to ensure that the process is performing correctly
- Exit Criteria: state, artifacts or actions that indicate the process is completed
- Deficient Goal Support: Ways in which the process fails to support its Goals as revealed by the ETVX model

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:	