Software Requirement Specifications

Template

Version 2.0 - January 14, 2013

**Using This Template**

This and other PDM tools are available. All Sections are required to be addressed, however if a section or subsection is not needed, that section/subsection of the document can be marked as Not Applicable but as explanation must be provided as to why it does not apply. Please also reference the **Lessons Learned** section in the Appendix for additional information that may assist.

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and agency information.
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1. Complete the entire template. Each section contains abbreviated instructions, shown in italics, and a content area. The content area is marked with a placeholder symbol () or with a table. Relevant text from other project deliverable may be pasted into content areas.

Note: Please do not remove the italicized instructions.

1. Update the table of contents by right-clicking and selecting “Update Field,” then “Update entire table.”

**Template Revision History**

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
| 1.0 | 2/5/2012 | PDM Project team | Initial Creation |
| 2.0 | 6/28/2012 | Elizabeth Bradley/David Davis | Reformatted Template, changed template name from Functional Specification to Software Requirement Specification, removed Initial Technical Architecture and made changes to the instructions text. |
| 2.0 | 1/14/2013 | David Davis | Changed Data Requirements to Data Management Requirements |

Project Delivery Methodology (PDM)

**Software Requirement Specifications (SRS)**

**[Functional Office(s) Name]**

**[PROJECT NAME]**

VERISION: [Version Number] REVISION DATE: [Date]

Approval of the Software Requirement Specifications indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees with the content contained in this deliverable.

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| **Approver Name** | **Title** | **Signature** | **Date** |
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# Section 1 Purpose

The purpose of the Software Requirement Specification is to describe the business requirements in detail. This document will establish the application business requirements, business processes, functional and data requirements. Upon completion of this document, this document will be used for designing the application.

# Section 2 Business Requirements

## 2.1 Define Business Requirements

*Specify the business requirements for the application. Business requirements are parts of the fully defined business process that will be automated by the application. Specify the priority of the business requirements; priority 1 must have; priority 2 – nice to have;*

### 2.1.1 Business Area – ‘A’

Priority 1:

Priority 2:

### 2.1.2 Business Area – ‘B’

Priority 1:

Priority 2:

## 2.2 Business Process Model

### 2.2.1 Business Process Definitions

*Identify and define the business processes by listing the business processes and providing the business process name and purpose of each business process.*

* + **Business Area ‘A’**
    - Business Process 1
    - Business Process 2
  + **Business Area ‘B’**
    - Business Process 1
    - Business Process 2

### 2.2.2 Business Process Flow

*Describe how the business processes defined flows from one process to the next. Project team may show this graphically.*

## 2.3 Functional Requirements

*Specify the functional requirements for each business process in terms of inputs, operations, and outputs for each business process.*

*Customize this section to contain the subsections necessary to comprehensively define the fundamental actions that must take place within the application to accept and process the inputs and, to process and generate the outputs.*

*Subsection templates for each of the means of specifying functional requirements are provided below.*

### 2.3.1.*nf* Function X

*When functional decomposition is used as the means of specifying the functional requirements, provide a 2.3.1.nf subsection for each function. Each 2.3.1.nf subsection should be labeled and tiled appropriately for a specific function, where nf is the appropriate sequential subsection number and X is the name of the specific function.*

#### 2.3.1.nf.1 Function X Purpose

*Describe the intent of the function.*

#### 2.3.1.nf.2 Function X Inputs

*Describe the inputs to the function, including sources, valid ranges of values, timing considerations, operator requirements, and special interfaces.*

#### 2.3.1.nf.3Function X Operations

*Describe the operations to be performed within the function, including validity checks, response to abnormal conditions, and types of processing required.*

#### 2.3.1.nf.2 Function X Outputs

*Describe the outputs from the function, including output destinations, valid ranges of values, timing considerations, and considerations for handling of illegal values, error messages, and interfaces required.*

### 2.3.1.nu Use Case Y

*When use cases are used as the means of specifying the functional requirements, provide a 2.3.1.nu subsection for each use case. Each 2.3.1.nu subsection should be labeled and tiled appropriately for a specific use case, where nu is the appropriate sequential subsection number and Y is the name of the specific use case.*

*Within each use case subsection, specify the use case information, including the actor, preconditions, post-conditions, scenarios, and alternate scenarios*

# Section 3 Data Management Requirements

*This section will describe the requirements for the business data to be stored by the application in terms of archiving, purging and auditing. The section will also provide a conceptual data model based on the business processes described in the previous section.*

## 3.1 Archive/Purge Requirements

*Describe how long the business data must be retained and if there are any special audit requirements for the application. Specify when the data can be archived for historical purposes and when the data can be completely removed (purged) from the application.*

## 3.2 Audit Requirements

*Specify the audit requirements for the system.*

# Section 4 Conceptual Data Model

*Provide a conceptual data model which will include table names and the logical relationships between the conceptual tables. Provide diagrams/drawing to show the tables and relationships*

## 4.1 Table Names and Descriptions

*Specify the table names and descriptions identified in the graphical conceptual data model.*

## 4.2 Integrity Constraints

*Specify the major integrity constraint requirements based on the conceptual data model.*

# Section 5 Reporting Requirements

Describe the reporting requirements needed by the application. For each report identified, specify the purpose of the report, frequency, who should receive the report, sorting requirements and/or notifications to be sent. Include end-user reporting needs in this section.

# Section 6 References

*Provide a list of all documents and other sources of information referenced in this document and utilized in its development. Include for each the document number, title, date, and responsible office/author.*

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| --- | --- | --- | --- |
| **Document No.** | **Document Title** | **Date** | **Author** |
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# Section 7 Glossary

*Define of all terms and acronyms required to properly interpret the requirements contained within this document.*

# Section 8 Document Revision History

*Identify revisions to the document starting with initial creation. This section should be updated when a signature from the principals is required (i.e. initial creation, change request, new mandated change, etc.)*

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# Section 9 Appendices

*Include any relevant appendices.*