

[Functional Office Name]

[Project Name]

Requirements Deliverable

Version: [Version Number]

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# 1.0 General Information

*This section shall outline why the project is being completed, what should be expected when the project is completed, and who is expected to use/benefit from it.*

## 1.1 Introduction

*The Introduction section shall provide an overview of the project. This section shall explain why it was conceived, what it will do once it is completed, and the types of people that are expected to use it.*

## 1.2 Scope of the Project

*The Scope of the Project section shall include a brief narrative explaining the product as it is intended to be realized. This section shall be used to define boundaries and set expectations.*

## 1.3 Business Processes

*The Business Processes section shall define all business processes that affect the project. The Business Processes section shall include descriptions and diagrams (where applicable) to explain the overall processes that will be defined by the gathered requirements.*

## 1.4 Stakeholders

*The Stakeholders section shall list out all stakeholders for the project.*

# 2.0 Requirements

*The Requirements section shall list all requirements for the project. The requirements may be displayed in a spreadsheet format if that is more desirable, but must include the same information as displayed in the tables below.*

## 2.1 Scope Requirements

*The Scope Requirements section shall provide specific details for the features and functions that characterize the product, service, or end result of the project*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Type** | **Name** | **Description** | **Priority** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 2.2 Detailed Requirements

*The Detailed Requirements section shall list all detailed requirements for the project in a table format. The requirements must include a unique identifier (ID), requirement type, name, description, and priority. Detailed requirements types include the following:*

* *Business Rules*
* *Functional*
* *Non-functional/Technical*
* *Interface*
* *Data*
* *Report*
* *Policy and Regulation*
* *Training*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Type** | **Name** | **Description** | **Priority** |
|  |  |  |  |  |
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|  |  |  |  |  |

# 3.0 Requirements Traceability Matrix

*The Requirements Traceability Matrix shall be used to trace requirements to the scope of the project.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Scope Req. ID** | **Functional Req. ID** | **Business Req. ID** | **Non-Functional Req. ID** | **Interface Req. ID** | **Data Req. ID** | **Report Req. ID** | **Policy & Regulation Req. ID** | **Training Req. ID** |
|  |  |  |  |  |  |  |  |  |
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# 4.0 Reference

*The Reference section of the document shall document all references, documents, etc. that were used when defining the requirements listed above.*

## 4.1 References

*References section shall provide a list of all sources of information that are referenced in the requirements document.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Document No.** | **Document Title** | **Date** | **Author** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 4.2 Appendices

*Appendices section shall be used to append any documents that were used when creating the requirements document for the project.*

## 4.3 Glossary

*The Glossary section shall be used to define all terms and acronyms required to properly interpret the requirements contained within the requirements document.*

# 5.0 Document Revision History

*The Document Revision History table shall identify revisions to the document starting with the initial creation.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Name** | **Description** |
|  |  |  |  |
|  |  |  |  |