Requirements Document

Project Name:

Version 1 Draft 1

Date:

Prepared by:

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# Stakeholders

| **Name** | **Representative of** | **Approval Date** |
| --- | --- | --- |
| **Stakeholders (Approval Required)** | | |
|  |  |  |
| **Stakeholders and Cross Functional Team Members (Approval Not Required)** | | |
|  |  |  |

# Glossary

| **Term** | **Acronym** | **Definition** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Project Summary

## Project Background/Description

## Scope

### In Scope

### Out of Scope

## Assumptions

## Dependencies

## Phases

## Business Risks

# Requirements Artifacts

## Process Flow Charts

## Context Diagrams and/or Event Lists (Inputs & Outputs)

## Other Requirements Artifacts

| **Document** | **Location** |
| --- | --- |
|  |  |
|  |  |

# Requirements

## Constraint Requirements

## Business Requirements

**XXX###**

<requirement statement>

**Source:**

**Rationale:**

*Optional requirement attributes:*

**Example:**

**Calculation:**

**Note:**

**Comment:**

**Event ID:**

*Sample data mapping requirement attributes:*

**Data Source System:**

**Data Source Record:**

**Data Source Field:**

**Data Target System:**

**Data Target Record:**

**Data Target Field:**

## Marketing Requirements

## Performance Requirements

## Capacity Requirements

## Information Security Requirements

## Legal/Regulatory/Compliance Requirements

## Disaster Recovery Requirements

## System Availability Requirements

## Third Party Requirements

## Reporting Requirements

## CSR Access

# Revision History / Change Tracking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Version** | **Summary of Changes** | **RCR #\*** | **Author** |
|  |  |  |  |  |

\* Refers to Requirements Change Request (RCR) number, if there is one.