Requirements Document

Project Name:

Version 1 Draft 1

Date:

Prepared by:

# Table of Contents

1 Table of Contents 2

2 Stakeholders 3

3 Glossary 3

4 Summary Documentation 3

5 Project Summary 3

5.1 Project Background/Description 3

5.2 Scope 3

5.3 Assumptions 3

5.4 Dependencies 3

5.5 Phases 4

5.6 Business Risks 4

6 Requirements Artifacts 4

6.1 Process Flow Charts 4

6.2 Context Diagrams and/or Event Lists (Inputs & Outputs) 4

6.3 Other Requirements Artifacts 4

7 Requirements 4

7.1 Constraint Requirements 4

7.2 Business Requirements 4

7.3 Marketing Requirements 5

7.4 Performance Requirements 5

7.5 Capacity Requirements 5

7.6 Information Security Requirements 5

7.7 Legal/Regulatory/Compliance Requirements 5

7.8 Disaster Recovery Requirements 5

7.9 System Availability Requirements 5

7.10 Third Party Requirements 5

7.11 Reporting Requirements 5

7.12 CSR Access 5

8 Revision History / Change Tracking 6

# 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.