Your Company Name

Functional Requirements Document

Date

Revision History

Date	Version	Author	Change

Table of Contents

Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document.   In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

1   Purpose

The Purpose section describes the intent of the document, which is to define the functional requirements for the project.

Functional Requirements describe what is required to meet business user needs. They define the internal workings of the software, i.e., the calculations, technical details, data manipulations, and other specific functionality that show how the events are to be satisfied.

2   Project Information

This section of the document should contain project background information including the project's purpose, objectives, and major system functionality.

- *Problems or issues to resolve*
- *Objectives or goals met with this solution*
- *Solution to be implemented*
- *Why the solution is being implemented.*

2.1   Project Description

The Project Description section provides a general view of the project; background, vision, approach, timeframe, etc.

2.2   Project Approach

The Project Approach statement provides a complete description of the approach to be taken for the delivery of the project. Outline the phases of the project including the high-level activities. If applicable, describe how a specific phase relates to the overall project.

2.3   Goals, Objectives, and Scope

The objectives statement describes the goals of the project. The Project Scope statement defines the scope of the project.

List the high-level project deliverables and specify whether they are included or excluded from the project.

ID	Description	Included / Excluded

2.4   Business Drivers

Describe why the project is being implemented. This may be to reduce costs, increase revenue, streamline processes, etc.

2.5   Stakeholders

The Stakeholders statement and table outlines the project stakeholders and their respective roles.

Name	Department	Role
John Smith	*Accounting*	*Manager*

2.6   Assumptions, Dependencies, and Constraints

List assumptions, dependencies, and constraints that can constrain the project team, development, or implementation, e.g., system hardware or software availability or access.

2.7 Risks

Provide information about any risks associated with the project. Provide any work-around or mitigation information for each risk identified.

2.8 Costs

Provide estimated costs for implementing the proposed solution. These amounts should be detailed in a Project Capital and Expense Costs Worksheet, if applicable. Note any assumptions used to estimate the costs.

2.9 Target Delivery Dates

List high-level deliverables / milestones for the project and their associated target dates.

Milestone/Deliverable	Target Date

3   Process Information

3.1   Current Process

Provide Process Diagrams for any current complex processes or steps that are used to do a specific job. Consider systems and users involved when tasks are performed and what the results are. Describe the process using text or a graphic process flow.

Any business rules, such as calculations, decisions / if-then, algorithms, or procedures should be clearly defined and broken down to the individual steps. Include the following information in the process diagrams:

- *Inputs, processes, and outputs*
- *Business and system workflow (e.g., data flow diagram connections and relationships)*
- *Business rules, edits, validations, and/or formulas*
- *Exception handling and processing.*

3.1.1   Current Process Flow

Provide detailed information about current processes.

3.1.2   Current Process Description

Provide detailed step information about current processes in the following table, if applicable.

#	Description	User	Issues
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

3.2 New Processes or Future Enhancements

Provide Process Diagrams for any new complex processes or steps that must be performed to do a specific job. Consider systems and users involved when tasks are performed and what the results are. Describe the process using text or a graphic process flow.

Any business rules, such as calculations, decisions / if-then, algorithms, or procedures should be clearly defined and broken down to the individual steps. Include the following information in the process diagrams:

- *Inputs, processes, and outputs*
- *Business and system workflow (e.g., data flow diagram connections and relationships)*
- *Business rules, edits, validations, and/or formulas*
- *Exception handling and processing.*

3.2.1 New Process Flow

Provide detailed information about the new processes.

3.2.2 New Process Description

Provide detailed step information about the new processes in the following table, if applicable.

#	Description	User	Issues
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4   Requirements Information

4.1   Functional Requirements

This section includes details about the functional requirements. Functional requirements describe what is required to meet business user needs. They define the internal workings of the software, i.e., the calculations, technical details, data manipulations, and other specific functionality that show how the events are to be satisfied.

Functional requirements describe how the system will support user goals, tasks, and activities, e.g., connect Database X to Database Y with a user interface to input data to the database. It does not include detailed screen designs or reports.

This section should also include business rules that impact the project. A Business Rule defines or constrains some aspect of the business, e.g., products sold with a 50% or more discount must include an authorized approval code.

The requirements can be either mandatory or desirable.

- *Mandatory: "Must Have" represents the core functionality and must be included in the solution.*
- *Desirable: "Nice to Have" requirements can be implemented after all mandatory requirements are fulfilled and there are sufficient resources available.*

ID	Function	Description	Priority	Comments

Note: Priority may be defined as Mandatory or Desirable:

4.2   Infrastructure Requirements

Provide infrastructure information when there is equipment / network additions or changes to, e.g., servers, printers, network devices, network configuration or management changes, new or upgraded middleware or operating system software, or changes to the data centers. Services and oversight can also include.

Batch implementations	*Floor planning*
Hardware implementation management	*Tape operations management*
Network design and implementation	*Server design and implementation*
Operating system implementation	*Off-site tape rotation management*
Enterprise management configuration	*System events and problem alert monitoring*
Daily support task automation	*Automated events and problem escalation*
Data conversion	

4.3   Other Requirements

Provide additional requirements not already included. These requirements can relate to, e.g., product usability, operations, reliability, recoverability, system availability, maintenance or conditions that must be met by the proposed application or system. These requirements can have a more detailed title / description or be in a numbered list.

ID	Function	Description	Priority	Comments

4.4   Non-Functional Requirements

This section includes details about non-functional requirements. Non-functional requirements cover product, organizational, system (e.g., performance, operational), and external requirements (e.g., security).

Audience	*Indicate the users of the system or application.*
Security	*Provide information about the standard or unique security system or application situations, e.g., access / authentication / authorization processes; client, user or server certificates; encryption, password rules, security procedures.*
Volume and Performance Metrics	*Indicate system or application volume and performance metrics to be performed, e.g., database records or transactions to be processed within a certain time period.*
Capacity and Scalability	*Indicate capacity and growth information or concerns that will have to be met over time.*
Support Considerations	*Indicate system or application support, e.g., who will support it, hardware / software to support it, service level agreements or contractual obligations.*
Audit	*Indicate any system or application audit requirements or constraints.*
Design Constraints	*Indicate system or application design constraints, e.g., software languages, developmental tools, architectural and design constraints.*
Output	*Indicate reports, files or other export output.*
Data Retention	*Indicate any special data retention requirements.*
Legal or Regulatory	*Indicate any legal or regulatory requirements that can impact the system or application.*

5   Interfaces

5.1   System Interfaces

Provide information about the systems or applications that the solution must interface with, including:

- *Communication hardware, software and their requirements, methods, and functionality.*
- *Data, formats, messages, and transfer schedules*
- *Performance and capacity.*
- *Security designs and considerations.*
- *Names of reference manuals and other documentation along with their location.*

5.2   Hardware Interfaces

Provide information about system hardware interfaces, including their:

- *Structure*
- *Location*
- *Activity.*

5.3   Software Interfaces

Provide information about software applications and their interfaces, including:

- *Application Name*
- *Owner*
- *Interface Information.*

5.4   Communication Interfaces

Provide information about communication with other systems, networks, or devices.

6   Glossary

List any document terms that cannot be fully understood without some explanation.

Term	Definition
Functional Requirements	Functional requirements define the internal workings of the software, i.e., the calculations, technical details, data manipulations, and other specific functionality that show how the events are to be satisfied.
	The core of the requirement is the description of the required behavior, which must be a clear and readable description of the required behavior. This behavior can come from organizational or business rules, or it can be discovered through working sessions with users, stakeholders, and other experts within the organization.
	Functional requirements generally contain a unique name and number, a brief summary, and reason for it. This information is used to help the reader understand why the requirement is needed, and to track the requirement through the development of the system.
	Functional requirements are supported by non-functional requirements, which impose constraints on the design or implementation.
Non-Functional Requirements	Non-functional requirements specify criteria that can be used to judge the operation of a system, rather than specific behaviors. They impose constraints on the design or implementation.
	Typical non-functional requirements are performance, reliability, security, scalability, and cost. Other terms for non-functional requirements are "constraints", "quality attributes" and "quality of service requirements".
Business Requirements	Business requirements identify a necessary attribute, capability, characteristic, or quality of a system that have value and utility to a user.
	Sets of requirements are used as inputs into the design stages of product development. The requirements phase can be preceded by a feasibility study or a conceptual analysis phase of the project. Requirements-gather requirements from stakeholders. Analysis-check for consistency and completeness. Definitions-write down descriptive requirements for developers. Specifications-create details that are an initial bridge between requirements and design.

7   APPENDIX