



Your Company Name

System Requirements Specifications

Date

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Revision History

Date	Version	Author	Change

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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 Introduction

Provide a brief description of the project, including business requirements, historical information, and any unique features and functions. Include the following information:

- A brief description of what the system does, its intended use, and primary users.*
- Location where it will be developed, tested, and used.*

1.1 Purpose

Note: This document typically includes functional, performance, interface, and design requirements (attributes and constraints), development standards, etc.

This System Requirements Specification document provides more details to the <Name of System> high-level requirements. It includes detailed information so that the system can be built to satisfy the system requirements and quality.

This document is part of the of the System Development Life Cycle (SDLC) Analysis phase. It is generally prepared after the high-level requirements document.

1.2 Scope

This document provides the system requirements specifications for <Name of System>. These requirements are an expansion of the high level requirements to provide greater detail and specificity.

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

ID	Description	Included / Excluded



1.3 Roles and Responsibilities

The following table provides the roles and responsibilities for this project.

Examples:

Roles	Responsibilities
<i>Author</i>	<ul style="list-style-type: none"> • <i>Prepares the document and distributes for review.</i> • <i>Signs the document attesting to its contents.</i> • <i>Ensures that all information contained within the document is correct.</i> • <i>Participates in the Analysis phase of the SDLC.</i> • <i>Updates document, as necessary, throughout the SDLC process.</i>
<i>Client</i>	<ul style="list-style-type: none"> • <i>Reviews and approves this document.</i> • <i>Participates in expanding high level requirements into system requirements specifications.</i> • <i>Participates in design of business process definitions.</i> • <i>Participates in training and data conversion activities.</i> • <i>Participates in maintaining the system following production release.</i>
<i>Project Manager</i>	<ul style="list-style-type: none"> • <i>Reviews and approves this document.</i> • <i>Ensures that all information contained within the document is correct.</i> • <i>Participates in all phases of the SDLC.</i> • <i>Ensures change control procedures are adhered to.</i> • <i>Tracks and communicates problems found during design, construction, configuration, implementation, and maintenance of the system.</i>
<i>Technical Rep</i>	<ul style="list-style-type: none"> • <i>Provides expertise in the development of all technical documentation.</i> • <i>Participates, reviews, and approves this document.</i>
<i>QA Manager Rep</i>	<ul style="list-style-type: none"> • <i>Ensures that policies and procedures are followed.</i> • <i>Participates, reviews, and approves system requirement specifications.</i> • <i>Coordinates and/or performs the Quality Assurance activities.</i> • <i>Participates in all SDLC phases.</i> • <i>Serves as a subject matter expert for related requirements.</i> • <i>Monitors that control has been maintained after release for production.</i>
<i>Change Control Manager</i>	<ul style="list-style-type: none"> • <i>Ensures the Change Control process is followed.</i>
<i>Project Team</i>	<ul style="list-style-type: none"> • <i>Reviews and approves this document.</i>



2 System Requirements Specifications

This specifications document includes information needed for successful system operation. It includes requirements information but not design elements of the overall system.

Note: High-level requirements need to be captured or identified in this document. Any requirement in the High-Level Requirements document must be further defined in this document.

2.1 Product / Functional Specifications

Describe how the system operates. Use product requirements information from other requirements documentation.

2.1.1 Functional System Specifications

List system specifications, which can be entered in a table format or as separate subsections.

Type of Specifications	Description (examples)
<i>Operational Specifications</i>	<ul style="list-style-type: none"> • <i>System supports X number of users.</i> • <i>Personal data is encrypted.</i> • <i>System is scalable to accommodate Y number of users.</i>
<i>Sub-Systems Specifications</i>	<ul style="list-style-type: none"> • <i>Screen / reports design specifications, including layouts.</i> • <i>Interface specifications.</i> • <i>System features specifications (e.g., components, error messages, processing information, and response time).</i>
<i>Exception Handling / Error Responses Specifications</i>	<i>Automatic response messages when the user enters the wrong response.</i>
<i>Access Control Specifications</i>	<i>System provides a detailed user transaction log.</i>
<i>Data Backup and Restore Specifications</i>	<i>System conforms to company backup and restoration procedures.</i>
<i>User Interface Specifications</i>	<ul style="list-style-type: none"> • <i>System is built using Microsoft's Vista technology.</i> • <i>System allows graphical user interface (GUI) customization.</i>
<i>Software Interface Specifications</i>	<ul style="list-style-type: none"> • <i>Users can access the System via a web browser.</i> • <i>System interfaces to the network mail system.</i>
<i>Communications Interface</i>	<ul style="list-style-type: none"> • <i>System can be accessed through the company's</i>



Type of Specifications	Description (examples)
<i>Specifications</i>	<i>Intranet.</i> <ul style="list-style-type: none"> • <i>System can generate reports from a database.</i> • <i>System can provide an audit trail for transactions and account information.</i>

2.1.2 Software Specifications

List software specifications, which can be entered in a table format or as separate subsections.

Type of Specifications	Description (example)
<i>Server Software Specifications</i>	<ul style="list-style-type: none"> • <i>Server must able to accommodate access to an internal website with 5GB of documents (e.g., doc, xls, ppt files) using laptops and a number of wireless hotspots throughout our building location.</i> • <i>The server will use the latest Windows Server based platform.</i>
<i>Server Platform Software</i>	<ul style="list-style-type: none"> • <i>System uses the latest Microsoft Operating System, e.g., Vista technology.</i> • <i>The system shall use the latest security software.</i> • <i>System uses the latest network operating system software (e.g., Novell, Cisco, Microsoft, Linux).</i>
<i>Server Application Software</i>	<i>System will use version 1.2.3 of ABC vendor software.</i>
<i>Workstation Software Specifications</i>	<i>System will use version 1.2.3 of ABC vendor software</i>
<i>Workstation Platform Software Specifications</i>	<i>System will use version 1.2.3 of ABC vendor software.</i>

2.1.3 Hardware Specifications

List hardware requirements and specifications, which can be entered in a table format or as separate subsections.

Type of Requirements and Specifications	Description (example)
<i>Server Hardware Description and Configuration</i>	<i>List system hardware information, e.g., equipment, cpu, memory, operating system and limits)</i>



Type of Requirements and Specifications	Description (example)
<i>Server Hardware Specifications</i>	<ul style="list-style-type: none"> • <i>Server uses Intel-based processors.</i> • <i>System uses company compliant backup and recovery equipment to store data.</i>
<i>Data Backup Retention Specifications</i>	<i>Data will be retained on (e.g., tape, disk, platters) for x months.</i>
<i>Storage Specifications</i>	<p><i>Data retention is “Z” years, which provides for projected growth.</i></p> <p><i>X Gigabytes of data storage will be maintained for applications and database for each environment (development, production, and test) for Y years.</i></p>
<i>Server Hardware Interfaces Specifications</i>	<ul style="list-style-type: none"> • <i>The system will provide the capability to operate in a backup server / redundant environment (mode).</i> • <i>The system will provide the capability to save mirrored / shared and or redundant system information with a matching server.</i>
<i>Server / System Monitoring, Warning, and Troubleshooting Specifications</i>	<i>System will monitor important system functions and generate an audible notice when system quality (e.g., extended processing time) is affected.</i>
<i>Workstation Hardware Description and Configuration</i>	<i>List system hardware information, e.g., equipment, cpu, memory, operating system and limits.</i>
<i>Client Workstation Specifications</i>	<i>List system hardware information for the client software, e.g., equipment, cpu, memory, operating system and limits.</i>
<i>Data Backup Retention Specifications</i>	<i>Indicate how long data needs to be retained and on what storage media.</i>
<i>Workstation Hardware Interface Specifications</i>	<i>The system will provide the capability to operate in a backup server / redundant environment.</i>
<i>Workstation / System Monitoring, Warning, and Troubleshooting Specifications</i>	<i>System will monitor important system functions and generate an audible notice when system quality (e.g., extended processing time) is affected.</i>

2.2 User Characteristic / Ergonomics Specifications

Indicate specifications for users of the system.



2.2.1 System – User Ergonomics

Indicate system user ergonomics, e.g., users can access the system through individual system accounts.

2.3 Operating Environment Specifications

Indicate operating environment specifications.

2.3.1 Computer Systems' Environmental Specifications

Maintain the system in a special computer facility that contains a designated temperature and humidity on a specific server.

2.4 Security Specifications

Indicate system / physical security specifications.

2.4.1 Physical Hardware Security Specifications

Indicate physical hardware security specifications, e.g.,

- *The system will be secured logically and physically.*
- *SSL accelerator cards will be installed for the production, development, and test environments.*

2.4.2 System Security Specifications

Indicate system security specifications, e.g., the system will use an enhanced password security methodology consistent with company policy.

2.4.3 Network Security Specifications

Indicate network security specifications, e.g., all data sent over the LAN will be encrypted.



2.5 Regulatory Specifications

Indicate system regulatory specifications (if applicable).

2.6 Disaster Recovery Specifications

Indicate disaster recovery specifications that are needed to restore the business if a catastrophic problem occurs (e.g., fire at data center or production server) and alternate work centers and/or use of specific equipment.

2.6.1 Disaster Recovery Specifications

Indicate disaster recovery specifications, e.g., the replacement system will be operational within a specific timeframe using information from the last available backup.

2.6.2 Business Resumption Specifications

Indicate business resumption specifications, e.g., use a specific process or work-around during a problem situation without causing a backlog.

2.7 Manufacturer Specifications

Indicate manufacturer specifications (if applicable).

2.8 Data Specifications

Indicate data specification, e.g., data used in the system.



2.9 Network Impact Specifications

Indicate network specifications, e.g., number and geographical locations of users, maximum number of concurrent users and transactions, response time expectations, LAN and WAN bandwidth requirements.

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3 APPENDIX

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