

<Corporate Logo>

<Project Title>
Software Requirements

Author: <author name>
Date: <date>
Version: <version>

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AMENDMENT HISTORY

Version	Prepared By	Date	Description

PROJECT OVERVIEW

<insert project overview here>

PROJECT SCOPE

Stakeholders

Stakeholder Name	Company	Department	Title	Contact Phone

Business Processes Affected

The following businesses are in scope:

- <list business processes>

The following business processes are out of scope:

- <list out of scope business processes>

Systems/Applications

- <list systems/applications>

Assumptions/Constraints

- <list assumptions/constraints>

Risks

- <list risks>

Related Documents

- <Project Plan>
- <Cost Benefit Analysis>
- <Statement of Work>
- <System Architecture Document>
- <Technical Design Document>
- <Test Plan/Acceptance Document>
- <Training Package>

Features

<Feature Name>

“Current State” System Process Flow

<Include any User Interface page or screen snapshots here>

Step #	Actor	Step	Comments
1			
2			
3			
4			
5			
6			
7			

“Future State” System Process Flow

<Include any User Interface page or screen snapshots here>

Step #	Actor	Step	Comments
1			
3			
4			
5			
6			
7			
8			

Feature Requirements

RQT ID	Name	Description	Priority	Stakeholder
<feat-rqt-id 1>				
<rqt-id 2>				
<rqt-id 3>				
<rqt-id 4>				
<rqt-id 5>				

APPENDICES

Glossary

Term	Definition