



## Functional Requirements Template Description

The requirement definition describes something that the application is supposed to accomplish, as well as the level of quality expected from this accomplishment. The Requirement Template is created to help document business representative requirements. Functional requirements indicate what the future application is to do. Requirements also define benefits derived, thus justifying the development effort and validating support of the business capability. They can be viewed as a contract between the sponsor and the developer, and they promote business representative ownership of the application to be built.

Typically, this deliverable is created by the functional analyst and the business representatives.

The **General** area of the sample documents configuration management and audit trail information concerning this document. The **Summary** area of the sample documents the name, a short paragraph, and a list of keywords that describe the content of this document.

### **Method of change**

A description of how the change will be carried out. It should specify whether it is an automated or manual process.

### **User Priorities**

The priority of the requirement from the user point of view. Potential values are High, Medium, Low, and New.

### **Evaluated Priorities**

The priority of the requirement from the project point of view. Potential values are Critical, Non-Critical, Defer, and New.

### **List of stakeholders**

Those internal or external organizations or individuals who are backing, financially or otherwise, the inclusion of the functionality, or who are most affected by the change.

### **Org/Job Name**

Name of the stakeholder or link to a deliverable document that describes the stakeholder.

### **Type of Org/Job**

Type of the stakeholder document (this field will be auto-populated in BI Designer when the Name field is linked to a document).

### **Category**

Further classifies the stakeholder. Typical values are Primary, Secondary, and Sponsor.

### **List of subordinate requirements**

Other requirements that are subordinate to this requirement.

### **Metric Name**

Name of the metric or reference to a deliverable document that describes the metric.



**Current**

Value of the metric that reflects the current situation.

**Target**

Target value of the metric.

**Net**

The difference between the target value and the current value.



## Functional Requirements Template

<b>IPT Name:</b>		
<b>Deliverable Name:</b> Functional Requirements Template		<b>Date Completed:</b>
<b>Contact Information</b>		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
<b>Task Order Number:</b>		

### **General**

Type: Functional Requirement Definition  
Version number: 1.0  
Version labels: 1.0  
CURRENT

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Created: 02/03/2000 4:29:00 PM  
Modified: 02/03/2000 4:41:00 PM  
Last modified by: MARK E. KINDIG  
Created by: REVIEWER

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### **Summary**

Name: FR0xxxx  
Title (Description): xxxxxxxx

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Keywords: xxxx,xxxx,xxxx

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### **Details**

Method of change: xxxx

#### Priorities

User: xxxx  
Evaluated: xxxx



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### **Stakeholders**

List of stakeholders:

<b>Org/Job</b>	<b>Type of Org/Job</b>	<b>Category</b>
John Smith		Primary
Mary Brown, HR Director		Sponsor

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### **Subordinates**

List of requirements:

<b>Requirement</b>	<b>Type of Requirement</b>

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### **Metrics**

List of metrics:

<b>Metric</b>	<b>Current</b>	<b>Target</b>	<b>Net</b>

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### **Additional Information**

The following section can be used to provide additional information.

#### **Benefits**

XXXX

#### **Constraints**

XXXX