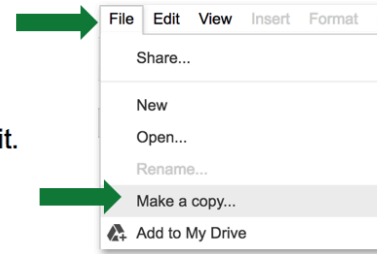


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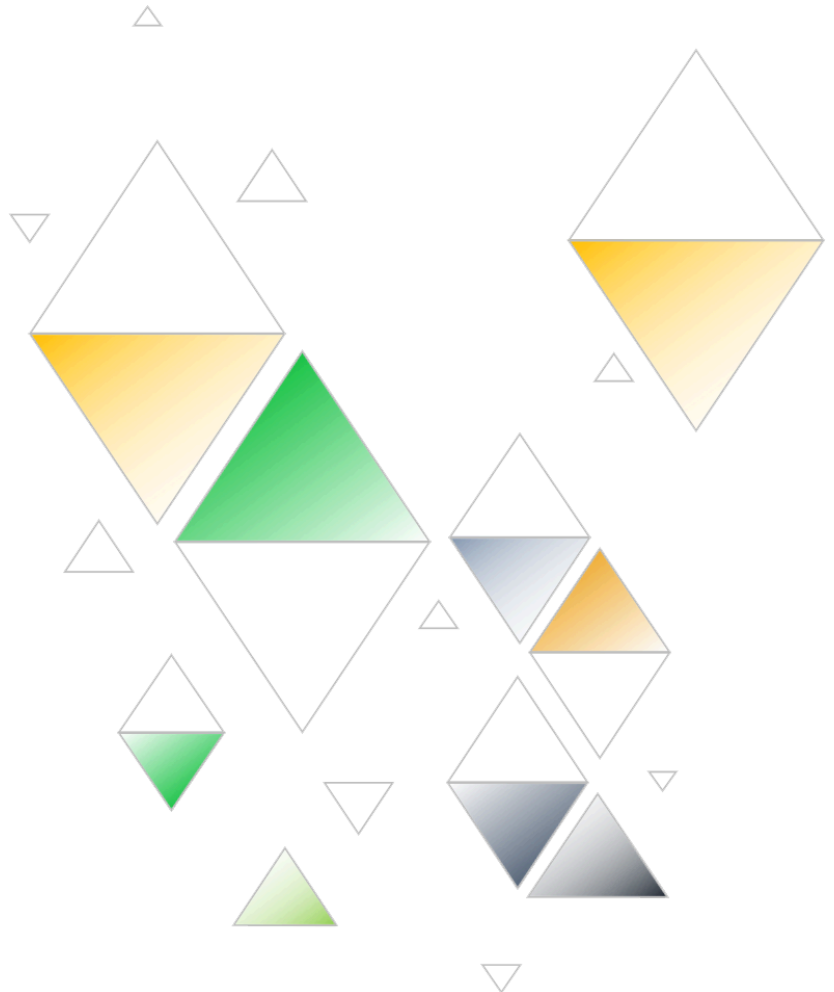
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AUTHORIZATION SIGNATURES MEMORANDUM

PREPARED BY

Name and Title (Printed)

Signature

Date

RECOMMENDED BY

Name and Title (Printed)

Signature

Date

APPROVED BY

Project Sponsor Name and Title (Printed)

Project Sponsor Signature

Date

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1 INTRODUCTION

Provide an overview of the entire Business Analysis Requirements including the purpose, scope, definitions, acronyms, abbreviations, references, etc.

1.1 Purpose

1.2 Reference Documents

1.3 Abbreviations and Acronyms

1.4 Document Conventions

2 GENERAL DESCRIPTION

2.1 Product Context

2.2 User Classes and Characteristics

2.3 Overview of Functional Requirements

2.4 Overview of Data Requirements

2.5 Operating Environment

2.6 General Constraints, Assumptions, Dependencies, Guidelines

2.7 Design and Implementation Constraints

2.8 User Documentation

3 REQUIREMENTS

3.1 External Interface Requirements

3.1.1 User Interfaces

3.1.2 Hardware Interfaces

3.1.3 Software Interfaces

3.1.4 Communications Interfaces

3.2 Functional Requirements

3.2.1 Template for functional requirements

- purpose / description
- inputs
- processing
- outputs

3.3 Performance Requirements

3.4 Security

3.5 Usability

3.6 Other Requirements

Appendix A. Analysis Models

List any attached / referenced documentation such as data flow diagrams, class diagrams, state-transition diagrams, entity-relationship diagrams, etc.

ANALYSIS MODELS		
DOCUMENT NAME	DESCRIPTION	LOCATION

Appendix B. Issues List

Detail any unresolved issues.

ISSUES LIST		
ISSUE ID	ISSUE DESCRIPTION	STATUS

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