

Your requirements specification template for software projects

With an international team, we transform your visions into software solutions for web, mobile and desktop applications. We modernize outdated software and create seamless connections when standard software reaches its limits. Our focus is on sustainable and efficient software projects that offer companies real added value.

Aim of the specification template

This specification template serves as the basis for a structured and targeted implementation of the project. It defines all relevant requirements, framework conditions and expectations of the software development. The aim is to create a clear and common understanding between the client and the development team.

! The following contents and queries are rough suggestions that you can use as a guide. You can omit or adapt certain points to suit the specific requirements of your company.

1. Short description of your company

Give a brief introduction to the company creating this specification. Important information includes industry, size, main business areas and special features.

Enter your answer here

Company structure and organization

Describe the relevant structures in the company that will interact with the software. Who are the main users? Are there existing IT systems that need to be integrated? Which departments are affected?

Enter your answer here

2. Initial situation

Describe the current status of the company and the existing processes that are to be supported or improved by the software. Are there any existing challenges or bottlenecks?

Enter your answer here

Current business processes

How do central processes work? Which processes are inefficient or error-prone?

Enter your answer here

User requirements

What problems do the main users have with the current system?

Enter your answer here

Bottlenecks and challenges

Are there any operational, technical or organizational obstacles that the new system should eliminate?

Enter your answer here

Competitive environment

How is the company positioned in the market? Are there external factors (e.g. regulatory changes) that require an adjustment?

Enter your answer here

In case a solution is already in use

Which systems and applications are currently in use? What challenges are there in the current technology stack?

Enter your answer here

3. Project overview

What is the idea behind your new project?

Enter your answer here

What specific goals are to be achieved by the project?

Enter your answer here

What should be optimized or enabled?

Enter your answer here

Are there any measurable success factors?

Enter your answer here

4. Roles & responsibilities

Project participants

Who are the stakeholders (project managers, developers, end users, external partners)?

Enter your answer here

Responsibilities

Wer trägt welche Verantwortung (z. B. wer genehmigt Anforderungen, wer testet Features, wer verwaltet Änderungen)? *Enter your answer here*

Communication channels\$

Describe the communication channels and methods that your company requires.

Enter your answer here

5. Project scope

What components does the project include? What is part of the implementation and what is not? What are the limits of the system?

Enter your answer here

Areas of application and usage scenarios

In which departments or processes is the software used? What challenges are to be solved for the users? Which workflows are supported by the system?

Enter your answer here

Regulatory and legal requirements

Are there industry-specific regulations or legal framework conditions that need to be taken into account?

Enter your answer here

6. Existing application / project

If a solution already exists, please describe it here:

Functionality of the current application

Enter your answer here

Main users and areas of application

Enter your answer here

Current problems and challenges

Enter your answer here

Why a new solution is needed

Enter your answer here

7. Functional requirements of the software

Which functions have already been defined and what do they have to fulfill?

Tip: We like to record requirements in user stories to keep an eye on the benefits for the user.

Example:

As a user, I would like to log into the app with my O365-account so that I can work more efficiently and don't have to use different logins all the time.

No.	User Story / Function	Priority (high/average/low)
1	As [user / admin / role], I would like [function] so that [function target].	High: I don't need the application without this function Medium: This function is important but does not hinder working with the application. Low: This function is helpful but does not hinder working with the application.
2		
3		
4		
5		
6		
7		
8		

8. Technical requirements

Operating systems/platforms

What type of application do you need?

Enter your answer here

Which operating systems or devices should be supported? I.e. web application (website), mobile application with focus on cell phone or tablet, desktop application.

Enter your answer here

Technology-Stack

Are there certain technologies that must be used?

Enter your answer here

Technical specifications. Document the technical details, such as:

Programming languages

Enter your answer here

Datenbasis

Enter your answer here

Interfaces and API requirements

Enter your answer here

9. Deployment- and hosting requirements

Hosting & infrastructure

Is the software operated on internal servers or in the cloud? Are there specific hosting requirements (e.g. AWS, Azure, on-premise)?

Enter your answer here

Monitoring & Logging

How is it ensured that the system is monitored during operation? Are there protocols for error analysis and performance tracking?

Enter your answer here

10. Non-functional requirements

(Don't worry, not all details have to be clear from the start. You are welcome to enter what you already know)

Performance requirements

What speed or performance requirements does the system have?

Enter your answer here

User

What is the maximum number of users who need to use the solution at the same time?

Enter your answer here

Security requirements

What security measures should be implemented?

Enter your answer here

How should login, configuration and authentication be organized?

Enter your answer here

What cyber security measures have already been taken?

Enter your answer here

Maintenance and support

At what intervals should maintenance be scheduled?

Enter your answer here

How often is maintenance work planned?

Enter your answer here

What are the general requirements for system availability?

Enter your answer here

What response times are expected for support requests?

Enter your answer here

Are there defined escalation levels for problems?

Enter your answer here

UX/UI-guidelines

Which design standards or specifications should be adhered to?

Enter your answer here

Multilingualism: Which languages must be supported? Are there any localization requirements?

Enter your answer here

Interfaces with other systems

Gibt es Systeme, mit denen die Software kommunizieren muss? (z.B.: ERP-Systeme, Datenbanken, Webservices)

Enter your answer here

11. Data requirements

What data is processed? Is it structured or unstructured data?

Enter your answer here

Where and how is the data stored? Are there regulations on data storage?

Enter your answer here

If data already exists, does it need to be migrated? If so, from which systems?

Enter your answer here

How long should data be stored? Are there regulations for this?

Enter your answer here

12. Timetable and resources - How urgent is the project start?

- ☐ ASAP, we are under pressure
- ☐ I need more input for internal discussions
- ☐ In the next month / next year
- ☐ We have no time pressure

Detailed planning

Milestone	Beschreibung	Geplantes/Gewünschtes Datum
Kickoff-Meeting	Official launch of the project	<i>Enter your answer here</i>
Specification completed	All requirements finally defined	<i>Enter your answer here</i>
Start of development	Start of the development phase	<i>Enter your answer here</i>
Prototype ready	First version of the software for testing	<i>Enter your answer here</i>
Test phase completed	Software successfully tested	<i>Enter your answer here</i>
Go-Live	System is put into operation	<i>Enter your answer here</i>

13. Budget

Is there a fixed budget for the project? (please indicate a price range if possible)

Enter your answer here

14. Scope of delivery

What specific solutions and documents will be delivered as part of the project?

Software / Application

Enter your answer here

Documentation (user manual, API documentation)

Enter you answer here

Training materials

Enter your answer here

Support and maintenance agreements

Enter your answer here

15. Open question

Your specific wishes or requirements that do not fit into the above categories.

Enter your answer here