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**<PROJECT NAME>**

**NON-FUNCTIONAL REQUIREMENTS DEFINITION**

Version **<1.0>**  
**<mm/dd/yyyy>**

## VERSION HISTORY

[Provide information on how the development and distribution of the **Non-Functional Requirements Definition**, up to the final point of approval, was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	Initial Non-Functional Requirements Definition draft

UP Template Version: 11/30/06

## Note to the Author

[This document is a template of a **Non-Functional Requirements Definition** document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

- *Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
- *Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.*
- *Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.*

When using this template for your project document, it is recommended that you follow these steps:

1. Replace all text enclosed in angle brackets (i.e., <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):
  - a. Select *File>Properties>Summary* and fill in the *Title* field with the *Document Name* and the *Subject* field with the *Project Name*.
  - b. Select *File>Properties>Custom* and fill in the *Last Modified*, *Status*, and *Version* fields with the appropriate information for this document.
  - c. After you click *OK* to close the dialog box, update the fields throughout the document with these values by selecting *Edit>Select All* (or *Ctrl-A*) and pressing *F9*. Or you can update an individual field by clicking on it and pressing *F9*. This must be done separately for Headers and Footers.
2. Modify boilerplate text as appropriate to the specific project.
3. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are *Heading 1*, *Heading 2* and *Heading 3*. Style used for boilerplate text is *Body Text*.
4. To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
5. Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]

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## 1 INTRODUCTION

### 1.1 PURPOSE OF THE NON-FUNCTIONAL REQUIREMENTS DEFINITION

*[Provide the purpose of the Non-Functional Requirements Definition Document. This document should be tailored to fit a particular project's needs.]*

The Non-Functional Requirements (also referred to as *Quality of Service* by the International Institute of Business Analysts, Business Analysis Body of Knowledge) Definition documents and tracks the necessary information required to effectively define business and non-functional and technical requirements. The Non-Functional Requirements Definition document is created during the Planning Phase of the project. Its intended audience is the project manager, project team, project sponsor, client/user, and any stakeholder whose input/approval into the requirements definitions process is needed.

## 2 BUSINESS REQUIREMENTS OVERVIEW

*[Describe here the business requirements that the project work will fulfill and how and/or where the completed project product will fit into any existing systems. Assign a unique ID number to each requirement.]*

### 2.1 ASSUMPTIONS / CONSTRAINTS

*[Describe any overall assumptions / constraints related to project requirements]*

## 3 NON-FUNCTIONAL REQUIREMENTS

*[Describe the existing non-functional (also referred to as *Quality of Service* by the International Institute of Business Analysts, Business Analysis Body of Knowledge), *technical environment, systems, functions, and processes*. Include an overview of the non-functional requirements necessary to achieve the project's objectives.]*

### 3.1 HARDWARE REQUIREMENTS

*[Describe hardware requirements and any related processes. Include a detailed description of specific hardware requirements and associate them to specific project functionality/deliverables. Include information such as type of hardware, brand name, specifications, size, security, etc. Assign a unique ID number to each requirement.]*

### 3.2 SOFTWARE REQUIREMENTS

*[Describe software requirements and any related processes. Include a detailed description of specific software requirements and associate them to specific project functionality/deliverables. Include information such as in-house development or purchasing, security, coding language, version numbering, functionality, data, interface requirements, brand name, specifications, etc. Assign a unique ID number to each requirement.]*

### 3.3 PERFORMANCE REQUIREMENTS

*[Describe performance requirements and any related processes. Include a detailed description of specific performance requirements and associate them to specific project functionality/deliverables. Include information such as cycle time, speed per transaction, test requirements, minimum bug counts, speed, reliability,*

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utilization etc.]

### **3.4 SUPPORTABILITY REQUIREMENTS**

*[Describe all of the technical requirements that affect supportability and maintainability such as coding standards, naming conventions, maintenance access, required utilities, etc. Assign a unique ID number to each requirement.]*

### **3.5 SECURITY REQUIREMENTS**

*[Describe all of the technical requirements that affect security such as security audits, cryptography, user data, system identification/authentication, resource utilization, etc. Assign a unique ID number to each requirement.]*

### **3.6 INTERFACE REQUIREMENTS**

*[Describe all of the technical requirements that affect interfaces such as protocol management, scheduling, directory services, broadcasts, message types, error and buffer management, security, etc. Assign a unique ID number to each requirement.]*

### **3.7 AVAILABILITY REQUIREMENTS**

*[Describe all of the technical requirements that affect availability such as hours of operation, level of availability required, down-time impact, support availability, etc. Assign a unique ID number to each requirement.]*

### **3.8 ASSUMPTIONS / CONSTRAINTS**

*[Describe any technical assumptions / constraints related to any of the project's requirements]*

## **4 COMPLIANCE REQUIREMENTS**

*[Describe the existing compliance environment as it affects project requirements. Include an overview of the compliance requirements necessary to achieve the project's objectives. Assign a unique ID number to each requirement.]*

### **4.1 ASSUMPTIONS / CONSTRAINTS**

*[Describe any compliance assumptions / constraints related to any of the project's requirements]*

## Non-Functional Requirements Definition Approval

The undersigned acknowledge they have reviewed the <Project Name> **Non-Functional Requirements Definition** and agree with the approach it presents. Any changes to this Requirements Definition will be coordinated with and approved by the undersigned or their designated representatives.

*[List the individuals whose signatures are required. Examples of such individuals are Project Sponsor, Business Steward, Technical Steward and Project Manager. Add additional signature lines as necessary.]*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Role: \_\_\_\_\_

## Appendix A: References

*[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]*

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
<i>&lt;Document Name and Version Number&gt;</i>	<i>[Provide description of the document]</i>	<i>&lt;URL or Network path where document is located&gt;</i>

## Appendix B: Key Terms

*[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.]*

<http://www2.cdc.gov/cdcup/library/other/help.htm>

The following table provides definitions for terms relevant to this document.

Term	Definition
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>