# Requirements Gathering Template (Version 1.0)

• PROJECT NAME: [name]

PHASE: [phase]

DATE: [mm/dd/year]PREPARED BY [name]

#### **VERSION HISTORY**

VERSION #	IMPLEMENTED	REVISION	APPROVED BY	APPROVAL	REASONS
	BY	DATE		DATE	
[number]	[name]	[mm/dd/year]	[name]	[mm/dd/year]	[why]

# 1. Project Plan

_	_			•		
1	1	DECUDI		/DI IDD	OCE OE	PROJECT:
1.	_	DESCRI	P I IUIN	/ FURF	USE UF	PROJECT.

- []
- []
- []

## **1.2 SCOPE OF PROJECT:**

- [
- []
- []

#### 1.3 TIMELINE AND METHODOLOGY

DATE	MILESTONES	GOAL	DEPENDENCES	RESOURCES	OUTCOME
mm/dd/year	[note ms]	[note goal]	[dependent on]	[teams, software,	[note
				materials, etc.]	outcome]

MILESTONE	RESPONSIBLE	ISSUES	NEW DATE
[note ms]	[team member]	[note issue]	mm/dd/year

# 2. Project Description

#### **2.1 PROJECT STAKEHOLDER SCENARIOS**

[NOTE GOALS AND OBJECTIVES]

#### 2.2 CONSTRAINTS & RESTRICTIONS

CONSTRAINT	ISSUE/SOLUTION	
[note restriction]	[what is the issue and its resolution]	

#### 2.3 ASSUMPTIONS & DEPENDENCIES

- [note assumption]
- []
- []
- [note dependencies]
- [
- []

## 3. Project Requirements

#### **3.1 USER REQUIREMENTS**

- [list all user requirements]
- []
- [

#### **3.2 FUNCTIONAL REQUIREMENTS**

- [list functional requirements]
- []
- []

#### 3.3 SYSTEM REQUIREMENTS & SOFTWARE INTERFACES

- [list system requirements]
- []
- []
- [list software interfaces]
- []
- []

#### **3.4 USER INTERFACE REQUIREMENTS**

- [list interface requirements with mockups and examples as needed]
- []
- []

#### 3.5 WORKFLOW AND ACTIVITIES

- [describe workflow and activities]
- []
- []

#### **3.6 CHANGE MANAGEMENT**

- [describe change management plan]
- [
- []

#### **3.7 RISK MANAGEMENT**

- [describe risk management plan]
- [
- []

# 4. High-Level Tech Architecture

- [list the high-level tech used in project]
- []
- []

## 5. Maintenance & Support

- [list what maintenance and support will be needed]
- []
- []

## 6. User Testing & Evaluation

- TEST #1
  - o Objective: []
  - o Artifacts: []
  - o Users: []
  - o Tasks: []
- TEST #2
  - o Objective: []
  - o Artifacts: []
  - o Users: []
  - o Tasks: []

## • TEST #3

o Objective: []
o Artifacts: []
o Users: []
o Tasks: []

# 7. Sign-Offs

Signature:	Date:	
Print Name:		
Title:	_	
Role:	<del>-</del> -	
Signature:	Date:	
Print Name:	_	
Title:	_	
Role:	_	
Signature:	Date:	
Print Name:	_	
Title:	_	
Role:	_	

## 8. Appendixes

## **REFERENCES**

DOC NAME/VERSION	DESCRIPTION	LOCATION
[name/version of doc]	[describe doc]	[where is it? URL, physical local]

## **KEY TERMS**

TERM	DEFINITION
[term]	[definition]