

Requirements Gathering Template

(Version 1.0)

- PROJECT NAME: [name]
- PHASE: [phase]
- DATE: [mm/dd/year]
- PREPARED BY [name]

VERSION HISTORY

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

1. Project Plan

1.1 DESCRIPTION/PURPOSE OF 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, materials, etc.]	[note 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: _____

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]