**<University Name>**

**< Project Title>**

**Functional Requirements Specification**

Version X.XTable of Contents

[Table of Contents 2](#_Toc244932812)

[Document Change History 3](#_Toc244932813)

[Authorization Memorandum 4](#_Toc244932814)

[1. Introduction 5](#_Toc244932815)

[1.1. Purpose 5](#_Toc244932816)

[1.2. Scope 5](#_Toc244932817)

[1.3. Project References 5](#_Toc244932818)

[2. Acronyms and Terminology 5](#_Toc244932819)

[3. Points of Contact 5](#_Toc244932820)

[4. General Requirements 5](#_Toc244932821)

[4.1. General Requirement Section A 5](#_Toc244932822)

[4.2. General Requirement Section B 6](#_Toc244932823)

[5. Functional Requirements 6](#_Toc244932824)

[5.1. Function A 6](#_Toc244932825)

[5.2. Function B 6](#_Toc244932826)

[6. Other Requirements 7](#_Toc244932827)

[6.1. Informational Requirements 7](#_Toc244932828)

[6.2. Performance Requirements 7](#_Toc244932829)

[6.3. Constraining Requirements 7](#_Toc244932830)

[6.4. Subjective Requirements 7](#_Toc244932831)

[6.5. Sustainability Requirements 7](#_Toc244932832)

[6.6. Out of Scope Requirements 7](#_Toc244932833)

[7. Open Questions 7](#_Toc244932834)

# [Document Change History](#_Document_Change_History)

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|  | Functional Requirements Document Authorization Memorandum |

I have carefully assessed the Requirements Document for the **<Properties|Summary|Title>.**

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_\_ The document is accepted.

\_\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_\_ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the changes to this system are authorized.

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<stakeholder name> DATE

<stakeholder title and company>

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<stakeholder name> DATE

<stakeholder title and company>

# [Introduction](#_Table_of_Contents)

The purpose of this document is to …

## Purpose

The purpose of this enhancement/customization is to …

## Scope

Document the high level scope for the project…

## Project References

Document any references for the project including documents, document locations, meetings, etc…

# [Acronyms and Terminology](#_Table_of_Contents)

|  |  |  |
| --- | --- | --- |
| Abbreviation | Full Name | Definition |
| DBA | Database Administrator | Role in IT that is authorized to move web changes to production. |
| DR | Disaster Recovery | Plan and set of off-site servers to establish production operations in the event of the loss of systems and/or facilities in the Elkhart office that would inhibit ECI’s ability to produce production payroll for the clients. |
| VSS | Visual Source Safe | Source control and management software |
|  |  |  |

# Points of Contact

The following individuals are points of contact for definition and clarification of requirements, and resolution of issues.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Org. | Responsibility | Phone | e-mail |
|  |  |  |  |  |

# General Requirements

## General Requirement Section A

### Details….

### Details…

### Details….

### Details…

## General Requirement Section B

### Details….

### Details…

### Details….

### Details…

# Functional Requirements

## Function A

### Process

### Requirement 1

### Criteria

### Requirement 1

### Impact

### Requirement 1

### Assumptions

### Requirement 1

## Function B

### Process

### Requirement 1

### Criteria

### Requirement 1

### Impact

### Requirement 1

### Assumptions

### Requirement 1

# Other Requirements

## Informational Requirements

| Data Element | Update Location(s) | How Data is Used | Display Location(s) |
| --- | --- | --- | --- |
|  |  |  |  |

## Performance Requirements

### Specify performance requirements

### …

## Constraining Requirements

### Specify constraining requirements

### …

## Subjective Requirements

### Specify subjective requirements

### …

## Sustainability Requirements

### Specify sustainability requirements

### …

## Out of Scope Requirements

### Specify out of scope requirements

### …

# Open Questions

Document any open questions…