

BUSINESS REQUIREMENTS TEMPLATE

We include two options for a Business Requirements Template. Option 1 is a basic template for capturing, categorizing and prioritizing requirements. Option 2 provides for additional supporting information to be captured.

We offer the following definition for Requirement Type:

F = functional requirements – those requirements placed on supporting technology regarding the functionality of the product

N = non-functional requirements – those requirements placed on supporting technology not specifically related to functionality (security, performance, etc.)

B = requirements that are related to the business process

P = people requirements (e.g., skills, training)

We offer the following standard definitions for priority:

STANDARD PRIORITY DEFINITIONS	
Priority 1	Requirement is essential to this project. If this requirement can not be met, then postpone the initiative.
Priority 2	This is a significant requirement that should be met by this project if at all possible. If this requirement is missing in the final implementation, it will cause significant difficulty for the business.
Priority 3	Requirement that provides benefit to the business if it can be met within this project effort.

Option 1: This table provides a helpful way to organize information regarding what the business needs in order to satisfy project objectives and targets.

REQUIREMENT #	TRACEABLE TO	CATEGORY	REQUIREMENT	ASSOCIATED BUSINESS RULES	REQUIREMENT TYPE	PRIORITY	CREATED BY NAME & DATE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

NOTE: could also add columns for:

- Phase
- New / Modified / Existing capability or functionality
- Organize numbering by Category

Option 2: This is a more comprehensive variation on the standard requirements table. This variation includes more comprehensive information regarding each business requirement by allowing for data references, acceptance testing criteria, dependencies, affinity and comments or rationale to support the requirement.

REQUIREMENT #	TRACEABLE TO	CATEGORY (OPTIONAL)	REQUIREMENT	ASSOCIATED BUSINESS RULES	DATA NEEDED TO SUPPORT THE REQUIREMENT	ACCEPTANCE TESTING CRITERIA	REQUIREMENT TYPE	PRIORITY	DEPENDENCIES	AFFINITY	CREATED BY NAME & DATE	COMMENTS / RATIONALE
1												
2												
3												
4												
5												
6												
7												
8												
9												
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