Requirements Specification

The client's requirements for the product

DOCUMENT

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Project manager	
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1 Introduction

This requirements specification sets out the functional and non-functional requirements for the product to be developed. It serves as the basis for the tender and the contract and is therefore the reference for preparing quotations. If a contract is concluded between contractor and client, the requirements specification is legally binding. The requirements define the framework for development, which the contractor details in the functional specification.

2 General

2.1 Aim and purpose of the document

This requirements specification describes …

2.2 Initial situation

Why is the project being set up? What problem is to be solved, and why is action needed? Reasons range from changes in legislation and new competitor products to technological advances.

2.3 Project reference

This project is an independent project / sub-project / sister project of the project …

2.4 Abbreviations

List of all abbreviations introduced and used

2.5 Distribution and approval

Role	Name	Phone	E-mail	Remarks
Product manager	*First name Last name*	*+43 …*	*name@company.com*	

3 Concept

3.1 Provider's goals

What goals do you pursue as the provider of the product to be developed for your organisation? Even if the product will ultimately be used by end users, these goals should not be neglected – they can influence the requirements just as strongly as the goals of the future users.

3.2 Users' goals and benefits

What goals and benefits do the users have? These goals can usually be translated mainly into functional requirements.

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3.3 Target groups

Who exactly are the users of the product and what characterises them? Requirements can be derived from this too – e.g. larger, clearly labelled buttons for software that older people also use.

4 Functional requirements

Required functions of an application or product: what should it do or be able to do?

4.1 Requirement 1

…

4.2 Requirement 2

…

4.3 Requirement 3

…

5 Non-functional requirements

Requirements regarding quality, design, laws and regulations.

5.1 General requirements

…

5.2 Legal requirements

…

5.3 Technical requirements

…

5.4 Other non-functional requirements

…

6 Scope of delivery

Record as precisely as possible what is to be delivered and when.

6.1 Scope of delivery

What exactly is to be delivered?

6.2 Costs

What costs may the delivery incur?

6.3 Delivery date

When is delivery due?

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6.4 Point of contact and place of delivery

Where is delivery to be made, and who receives it?

7 Acceptance criteria

Which requirements must be met for the project to be considered complete? Who defines quality – is there a committee or another body for this?

8 Appendix

All documents, figures, facts and materials that provide background to the project.

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