Functional Specification

How, and with what, the requirements will be implemented

DOCUMENT

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Project manager	
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1 Introduction

This functional specification describes how, and with what means, the contractor will implement the requirements from the requirements specification. It is prepared by the contractor, reviewed by the client and, once approved, forms the basis for implementation and acceptance. As a rule, earlier agreements cease to apply once the functional specification is in place – unless stated otherwise here.

2 General

2.1 Aim and purpose of the document

This functional specification describes …

2.2 Initial situation

Basic information, e.g. a brief description of the company's situation and the names of the business partners.

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 Teams and interfaces

Who is involved in the project, where are the interfaces, which communication channels exist? A compact list of everyone involved gives a clear overview:

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

3 Concept

3.1 Provider's goals

What goals does the contractor pursue? Even if the product will ultimately be used by end users, these goals can influence implementation just as strongly as the users' goals.

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 and what characterises them? Requirements can be derived from this – e.g. larger, clearly labelled buttons for software that older people also use.

4 Functional requirements

Required functions or behaviour of the system or product: what should it do or be able to do – and how will this be implemented?

4.1 Requirement 1

…

4.2 Requirement 2

…

4.3 Requirement 3

…

5 Non-functional requirements

Requirements regarding the quality with which the functions are to be delivered – e.g. design, compliance with laws and regulations, or response times.

5.1 General requirements

…

5.2 Legal requirements

…

5.3 Technical requirements

…

5.4 Other non-functional requirements

…

6 Framework conditions

Total processing time, planned operating and working hours.

6.1 Schedule

How much time is expected to be spent on each phase? If possible, include working hours and any shutdown periods.

6.2 Technical equipment

What is needed for implementation – e.g. hardware and software? Which equipment is needed for which task?

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6.3 Problem analysis

Which problems are to be expected? Outline a solution for the most likely ones – and consider unlikely ones as well.

6.4 Quality

What quality requirements apply? What do quality assurance, quality control and acceptance look like?

7 Delivery and acceptance conditions

What is delivered, at what price, when and where? When is the project considered complete, who assesses quality and who is responsible for acceptance?

8 Appendix

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

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