Requirements Definition

PPM Version 2.0

<Project or Solution Name>

U.S. Department of Housing and Urban Development

<Month, Year>

Solution Information

	Information
Solution Name	*<Solution Name>*
Solution Acronym	*<Solution Acronym>*
Project Cost Accounting System (PCAS) Identifier	*<PCAS Identifier>*
Document Owner	*<Owner Name>*
Primary Segment Sponsor	*<Sponsor Name>*
Document Version/Release Number	*<Doc Version/Release Number>*

Document History

<Provide information on how the development and distribution of the Requirements Definition is controlled and tracked. Use the table below to provide the release number, date, author, and a brief description of the reason for creating the revised version. Update the version number and date at the bottom left of each page of the document to reflect information unique to the project.>

Version No.	Date	Author	Revision Description

Contents

1. Business Requirements & Summary of Solution

<Describe the business requirements that the project work will fulfill and how and/or where the completed solution/service will fit into any existing systems. The detailed design of the proposed solution will be covered in the Technical Design document within the Execute & Control Phase. Business requirements can often be described as 'features.' Assign a unique ID number to each requirement.>

1.1 Assumptions/Constraints

<Describe any overall assumptions/constraints related to project requirements.>

1.2 Scope

<Describe the features, users, and interfaced systems. Include a context diagram if appropriate.>

2. Impact Analysis

<Disclose any possible impacts related to sharing of hardware, impacts to internal and external interfaces, and impacts to internal and external customers.>

2.1 Hardware

<Describe the hardware impacts.>

2.2 Impacts to Internal Interfaces

<Describe the impacts to internal interfaces.>

2.3 Impacts to External Interfaces

<Describe the impacts to external interfaces.>

2.4 Impacts to Internal Customers

<Describe the impacts to internal customers.>

2.5 Impacts to External Customers

<Describe the impacts to external customers.>

3. Functional Requirements

<Functional requirements capture and specify intended behavior of the system being developed. They define things such as system calculations, data manipulation and processing, user interface and interaction with the application, and other specific functionality that shows how user requirements are satisfied. List the functional requirements below. As much as possible, functional requirements should be aligned to the documented business requirements to allow for traceability of the requirements throughout the project life cycle. Group the functional requirements according to the project's needs. For each numbered business requirement, identify in the functional requirement list the one(s) which directly contribute(s) to the provision of the solution for the customer need. The listing of the functional

requirements may be influenced by the requirement tools and techniques used by the project team. Assign a unique ID number to each requirement.>

3.1 <Functional Requirements Group 1>

3.1.1 <Functional Requirements 1>

3.2 <Functional Requirements Group 2>

3.2.1 <Functional Requirements 2>

4. Non-Functional Requirements

<Describe the existing non-functional, technical environment, systems, functions, and processes. Include an overview of the non-functional requirements necessary to achieve the project's objectives. Assign a unique ID number to each requirement.>

4.1 Design Constraints

<Describe hardware/software requirements that will limit the design. These may include laws, regulations, hardware limitations, interfaces, development environment, operational environment, criticality, safety, and/or security. Assign a unique ID number to each requirement.>

4.2 Hardware Requirements

<Describe hardware requirements and any related processes. Include a detailed description of specific hardware requirements and associate them to specific project functionality/deliverables. Include information such as type of hardware, brand name, specifications, size, security, etc. Assign a unique ID number to each requirement.>

4.3 Software Requirements

<Describe software requirements and any related processes. Include a detailed description of specific software requirements and associate them to specific project functionality/deliverables. Include information such as in-house development or purchasing, security, coding language, version numbering, functionality, data, interface requirements, brand name, specifications, etc. For interface requirements, describe the interfaces between the solution and other systems. The interfaces should be described in terms of the data to be transferred, the ways in which the interface will operate (although technical details may not be decided yet) and the triggering events which cause the interface to operate. Assign a unique ID number to each requirement.>

4.4 Data Requirements

<Describe data requirements and any related processes. Include a detailed description of the logical database design, data characteristics and categorization (static, dynamic input, dynamic output, and internally generated), data constraints, data retention, scales of measurement, and frequency of updating and processing. For data retention, state whether transactions/ data must be retained for a specific period of time. In addition, describe the handling of data (source of input and output medium/device, recipient, collection procedures, error handling, and security. Assign a unique ID number to each requirement.>

4.5 Performance Requirements

<Describe performance requirements and any related processes. Include a detailed description of specific performance requirements and associate them to specific project functionality/deliverables. Include information such as system capacity, throughput, cycle time, speed per transaction, test requirements, minimum bug counts, speed, reliability, utilization etc. Assign a unique ID number to each requirement.>

4.6 Reliability Requirements

<Describe all of the technical requirements that affect availability such as hours of operation, level of availability required, down-time impact, support availability, accuracy, etc. Include SLAs for response and resolution for errors (e.g., actionable, warning, and fatal errors). Assign a unique ID number to each requirement.>

4.7 Supportability Requirements

<Describe all of the technical requirements that affect supportability and maintainability such as coding standards, naming conventions, maintenance access, required utilities, etc. Assign a unique ID number to each requirement.>

4.8 User Documented Requirements

<Describe the requirements for any special or online user documentation or help systems, etc. Assign a unique ID number to each requirement.>

4.9 User Interface Requirements

<Describe all of the user interfaces (user navigation, presentation of application and associated functionality, screen location of interface elements, data display, and manipulation, etc.), system interface, and technical (hardware and software) requirements that affect interfaces such as look-and-feel, protocol management, scheduling, directory services, broadcasts, message types, error and buffer management, security, etc. Describe the general premise behind screen navigation (e.g. pop-up windows, browser delivery, online help, navigational shortcuts, etc.) and the standard look and feel of the user interface. Assign a unique ID number to each requirement.>

4.10 Security and Privacy Requirements

< Describe all of the technical requirements that affect security such as security audits, cryptography, user data, system identification/authentication, authorization and access control, audit logging and alerts, security administration, resource utilization, facility access times, etc. For each group of users, explain the user capability profiles in terms of functional authorization and levels for password authentication. In addition, describe how authorization and access control will be performed to protect application data and process from unauthorized access commensurate with all known security standards and requirements (including non-production environments). Describe audit logging and alert requirements. Describe how security administration activities for the solution are logged and traceable to a user ID. Assign a unique ID number to each requirement.>

4.11 Compliance and Standards Requirements

<Describe the existing compliance environment as it affects project requirements, and the standards that system development must follow. Include an overview of the compliance or standards requirements necessary to achieve the project's objectives. Detail any regulatory/ audit criteria that the solution must fulfill. List all that are applicable to the project. Assign a unique ID number to each requirement.>

4.11.1 Section 508 Compliance

<This section applies to the systems that are required to be Section 508 compliant. Describe if and how Section 508 of the Rehabilitation Act affects the system. Cite the technical standards it must meet. Assign a unique ID number to each requirement.>

Appendix A: References

<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>

Table 1 below summarizes other documents referenced in this document.

Document Name	Description	Location
<Document Name and Version Number>	*<Document description>*	*<URL to where document is located>*

Table 1- Appendix A: References

Appendix B: Key Terms

Table 2 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
[Insert Term]	*<Provide definition of term and acronyms used in this document>*

Table 2 - Appendix C: Key Terms