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***Notes to the Author***

[This document represents a requirements analysis template for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as reference and/or suggestions to assist in developing project documents; they are not mandatory formats.

**When using this template, the following steps are recommended:**

1. Replace all text enclosed in angle brackets (e.g., <Project Name>) with the correct field document values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected) select File->Properties->Summary and fill in the appropriate fields within the Summary and Custom tabs.
   1. After clicking OK to close the dialog box, update all fields throughout the document selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update each field individually by clicking on it and pressing F9.
   2. These actions must be done separately for any fields contained with the document’s header and footer.
2. Modify boilerplate text as appropriate for a specific project.
3. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the section headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
4. To update the table of contents, right-click on it and select “Update field” and choose the option - “Update entire table”.
5. Before submission of the first draft of this document, delete this instruction section “Notes to the Author” and all instructions to the author throughout the entire document.

VERSION HISTORY

[Provide information on how the development and distribution of the requirements analysis will be controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version. Add “v.#” to the end of the file save name. Version number “0.5” is used for drafts, with final versions represented by whole numbers starting with “1”.]

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| **Version Number** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Description of Change** |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | *<description of change>* |
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# 

# Introduction

## Purpose of a Requirements Analysis

A requirements analysis document (RAD) encompasses activities conducted to determine the needs or conditions for a new or altered product. It commonly takes place after a request is received. It is the process of gathering information about business and technical requirements supporting a request, consolidating this information into a cohesive document, and assisting stakeholders in prioritizing these needs and conditions. A RAD is critical to the success of a project and can serve as a contractual basis between a customer and a vendor. Requirements must be documented, actionable, measurable, testable, related to identified business needs or opportunities, and defined to a level of detail sufficient for the design of a project.

The requirements management plan, a separate document, is used to document the necessary information required to effectively manage project requirements from definition, through traceability, to delivery and represents a subsequent document to the RAD.

## Audience

The audience for this RAD includes [i.e.: the customer, users, project management, system analysts (i.e., developers who may participate in the requirements), and system designers (i.e., developers who may participate in the system design)].

## Brief Overview of the RAD process

Conceptually, a RAD encompasses three activities including:

**1) *Preparing to conduct a RAD*** - the task of analyzing the request and documenting stakeholders who will be involved or impacted by the request;

**2)** ***Eliciting business and technical requirements*** – the function of conducting fact finding and initially developing functional and technical requirements using several techniques such as interviews, focus groups, and use cases; and

**3)** ***Recording and scoring requirements*** – the task of more fully documenting and defining requirements in addition to creating and calculating ranks, weights, and overall scores used to help prioritize requirements.

Each phase in the process is largely dependent upon successful completion of previous, dependant phases.

# Preparing to Conduct a RAD

## Documentation OF the Purpose, Circumstances, and Scope of the Request

This RAD is based on <insert the circumstance for the RAD here>. [Examples include 1) major enhancements to an existing application, 2) new application development, 3) replacement application development, and 4) writing a Request for Proposal.]

The purpose and benefits achieved as a result of the request is to <insert purpose of the request here> [Document the business goals/objectives the request will achieve. Examples include 1) improved customer support, 2) support for new products or services, and 3) support of additional reporting/decision support requirements.]

[Include tangible and intangible benefits that will be achieved. Examples include 1) faster performance, 2) enhanced scalability,3) increased security/encryption capabilities, 4) improved data accuracy, 5) easier data entry, and 6) reduced operating costs.]

The scope of this request includes *<insert scope of the request here>.*

## Stakeholder Identification

Stakeholders envisioned for this request are listed below. Preliminary stakeholder identification is a tool to help the team understand basic information about the organization, its relationship with the request, and a means to guide an initial business transformation approach, especially relating to potential communication and mobilization and alignment needs. A preliminary stakeholder analysis is the first stage in assessing an organization’s readiness for change. Stakeholders, the estimated number of individuals, and critical success factors are listed in Table 1 below.

[List stakeholder groups, number of individuals, and perceived critical success factors as a result of the request. Stakeholders are persons or groups who will participate, and/or directly or indirectly be impacted as a result of implementing the request. Stakeholders may include 1) upper management, 2) organizations such as departments, 3) functional areas such as user groups, 4) subject matter experts, 5) managers, 6) end users, 7) systems support staff, and 8) system users. Below are sample questions to help identify project stakeholders:

* *What is the origin of the project information (incoming and outgoing)?*
* *What interfaces will the project deal with (vendors, subject matter experts, end users, government agencies)?*
* *Who is on the project team currently? What are their roles and responsibilities with the project?*
* *Ask questions of established stakeholders such as:*
* *Who is requesting the project deliverable? Who launched the request for this project? Who owns the problem or business opportunity the project will satisfy? Who is directly impacted by the result of the project? What roles in the organization will change because of this project’s deliverable? Who is in control of the processes that this project may change? Who are your customers or suppliers? What are their key job functions/duties? How many end users do they represent/manage?*

**Table 1: Perceived Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Stakeholder Name** | **Number of Individuals** | **Critical Success Factors** |
| *<Stakeholder Name>* | *<Number of Individuals>* | * *<Critical Success Factor>* * *<Critical Success Factor>* |
|  |  |  |
|  |  |  |
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# Business and technical requirements

## Fact-Finding Results

The sections below summarize the approach used to gather requirements including reviewing reference materials and implementing requirements gathering techniques used.

### References Used

There were *<several, many, etc.>* documents referenced throughout the requirements gathering process. These are listed in Table 2 below.

*[List references including, but not limited to documentation, correspondence, external references, hyperlinks to web pages and other information reviewed using the table below.]*

**Table 2: References Used Throughout the Requirements Gathering Process**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Reference Name** | **Reference Author** | **Date of Reference** | **Reference Location** |
| *<Reference Name>* | *<Reference Author>* | *<Reference Date>* | *<Reference Location>* |
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### Requirements Gathering Techniques Used

A number of techniques are commonly used to gather requirements for a request. Examples include observation, interviews, focus group sessions, brainstorming, joint application development (JAD) sessions, sampling, research, and administration and analysis of questionnaires and surveys. *[Asking questions such as ‘Who does it now?’ and ‘Who is perceived to do it in the future?’; ‘What is done now?’ and ‘What is perceived to be done in the future?’; ‘Where is it done now?’ and ‘Where is it perceived to be done in the future?’; ‘When is it done now?’ and ‘When is it perceived to be done in the future?’; and ‘How is it done now?’ and ‘How is it perceived to be done in the future?’ are questions to help foster the requirements gathering process. Additional information regarding these techniques can be found at* [*Requirements Gathering Techniques Guidance*](file:///C:\Documents%20and%20Settings\easterda\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\FOYCV3M2\Requirements%20Gathering%20Techniques%20Guidance.doc)*]*

Table 3 represents a list of requirements gathering techniques, dates, participants, facilitator/s, and decision maker/s which were used in the requirements gathering approach for this request.

**Table 3: Requirements Gathering Approach**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements Gathering Technique** | **Date/s Administered** | **Name of Participants** | **Name of Facilitator/ Decision Maker** |
| *<Requirements Gathering Technique>* | *<Date/s Administered>* | * *<Name>* * *<Name>* | * *<Name>* * *<Name>* |
|  |  |  |  |
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*[List each requirements gathering technique listed in Table 3 and summarize results of each.]*

## Business Functional and TECHNICAL Requirements

The following hyperlink, *<state hyperlink name>* *[use the following hyperlink as a baseline, and save as a different file name:* [*I:\SAID\SAID Projects\ProjectDocs Library Project\11 Development (Content)\Development of Templates\Requirements Analysis\Requirements Analysis Spreadsheet Template.xlsx*](file:///I:\SAID\SAID%20Projects\ProjectDocs%20Library%20Project\11%20Development%20(Content)\Development%20of%20Templates\Requirements%20Analysis\Requirements%20Analysis%20Spreadsheet%20Template.xlsx)] presents business functional and technical requirements for this request based on requirements gathering techniques represented in section 3.1. Each business functional and technical requirement is further defined with a requirement identification number, a selection of if the requirement is either ‘technical’ or ‘functional’, an area and subcategory associated with each, an actual description of the requirement, a rank, weight, and overall score. Additional columns are available to include general notes, the source of each requirement and the date it was received. *[Guidance on a standard process to use while completing this information can be found via the following hyperlink:* [*Weighting, Criteria, and Scoring Guidance*](file:///C:\Documents%20and%20Settings\easterda\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\FOYCV3M2\Weighting,%20Criteria,%20and%20Scoring%20Guidance.doc)*]*

*[Provide a summary of the approach used to document and weight each business functional requirement. Explain how criteria were determined to help establish scores for each requirement. Explain who was involved, how decisions were made, when this process was conducted, etc.]*

Appendix A: Approval

The undersigned acknowledge that they have reviewed this requirements analysis document and agree with its information. Changes to this version will be coordinated with, and approved by, the undersigned, or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX B: KEY TERMS

[Provide definitions for all important project-related terms uncovered during the RAD Pay particular attention to process-specific terminology that is key to understanding any functional requirement. Add rows to the table as necessary.]

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *<Term>* | *<Provide definition of term and acronyms used in this document.>* |
|  |  |
|  |  |