Requirements Gathering Template (Version 1.0)

- **PROJECT NAME: [name]**
- **PHASE: [phase]**
- **DATE: [mm/dd/year]**
- **PREPARED BY [name]**

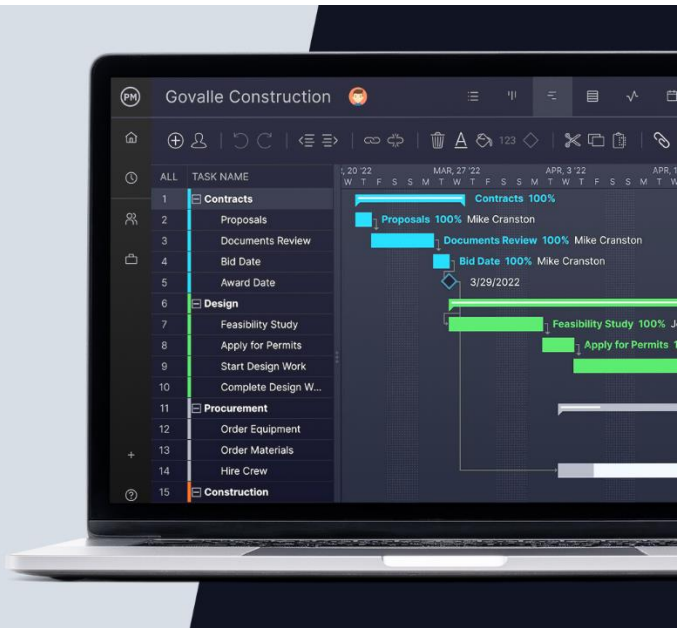**VERSION HISTORY**

VERSION #	IMPLEMENTED BY	REVISION DATE	APPROVED BY	APPROVAL DATE	REASONS
[number]	[name]	[mm/dd/year]	[name]	[mm/dd/year]	[why]

1. Project Plan

1.1 DESCRIPTION/PURPOSE OF PROJECT:
- **[]**
- **[]**
- **[]**

1.2 SCOPE OF PROJECT:
- **[]**
- **[]**
- **[]**

1.3 TIMELINE AND METHODOLOGY

DATE	MILESTONES	GOAL	DEPENDENCES	RESOURCES	OUTCOME
mm/dd/year	[note ms]	[note goal]	[dependent on]	[teams, software, materials, etc.]	[note outcome]

MILESTONE	RESPONSIBLE	ISSUES	NEW DATE
[note ms]	[team member]	[note issue]	mm/dd/year

2. Project Description

2.1 PROJECT STAKEHOLDER SCENARIOS

[NOTE GOALS AND OBJECTIVES]

2.2 CONSTRAINTS & RESTRICTIONS

CONSTRAINT	ISSUE/SOLUTION
[note restriction]	[what is the issue and its resolution]

2.3 ASSUMPTIONS & DEPENDENCIES
- **[note assumption]**
- **[]**
- **[]**
- **[note dependencies]**
- **[]**
- **[]**

3. Project Requirements

3.1 USER REQUIREMENTS
- [list all user requirements]
- []
- []

3.2 FUNCTIONAL REQUIREMENTS
- [list functional requirements]
- []
- []

3.3 SYSTEM REQUIREMENTS & SOFTWARE INTERFACES
- [list system requirements]
- []
- []
- [list software interfaces]
- []
- []

3.4 USER INTERFACE REQUIREMENTS
- [list interface requirements with mockups and examples as needed]
- []
- []

3.5 WORKFLOW AND ACTIVITIES
- [describe workflow and activities]
- []
- []

3.6 CHANGE MANAGEMENT
- [describe change management plan]
- []
- []

3.7 RISK MANAGEMENT
- [describe risk management plan]
- []
- []

4. High-Level Tech Architecture

- [list the high-level tech used in project]
- []
- []

5. Maintenance & Support

- [list what maintenance and support will be needed]
- []
- []

6. User Testing & Evaluation

- **TEST #1**
  - **Objective: []**
  - **Artifacts: []**
  - **Users: []**
  - **Tasks: []**

- **TEST #2**
  - **Objective: []**
  - **Artifacts: []**
  - **Users: []**
  - **Tasks: []**

- **TEST #3**
  - **Objective: []**
  - **Artifacts: []**
  - **Users: []**
  - **Tasks: []**

7. Sign-Offs

Signature: _____   Date: _____

Print Name: _____

Title: _____

Role: _____

Signature: _____   Date: _____

Print Name: _____

Title: _____

Role: _____

Signature: _____   Date: _____

Print Name: _____

Title: _____

Role: _____

8. Appendixes

REFERENCES

DOC NAME/VERSION	DESCRIPTION	LOCATION
[name/version of doc]	[describe doc]	[where is it? URL, physical local]

KEY TERMS

TERM	DEFINITION
[term]	[definition]

Free Related Templates

- Project Plan Template
- Project Budget Template
- Change Log Template