**Requirements Document**

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| Project Name: |  |
| UM Business Unit(s): | MU UMSL UMKC S&T MUHC UMSYS |
| Governing Body: |  |
| Executive Sponsor: |  |
| Project Manager: |  |
| Date: |  |
| Related Project#: | (Future Use. Remove if not needed) |

**Purpose**: The Requirements Document captures stakeholder needs to be sure they are realized throughout the project process and verified before project acceptance.

1. **Project Description**

*(Insert the basic description of the project – often from the initial charter document.)*

## **Change Control Process**

*(Describe the Change Control Process that will be used for changes in requirements for this project. Who will be the responsible parties for review and acceptance of defined requirements and changes?)*

## **Requirements**

*Priorities:*

*1 = Must Have at Implementation*

*2 = Must Have; Not Critical at Implementation*

*3 = Beneficial; Not Essential*

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| **Business Requirements:** The specific needs defined by business partner(s) to solve a problem or achieve an objective.  *BR# = a unique number to represent and track the Business Requirement.* |

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| **Category** | **BR#** | **Owner** | **Description** | **Priority** |
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| **Technical Requirements:** IT requirements necessary to achieve or facilitate the successful implementation of business requirements.  *BR# = a unique number to represent and track the Business Requirement.*  *TR# = a unique number to represent and track the Technical Requirement.* |

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| **Category** | **TR#** | **BR#** | **Owner** | **Description** | **Priority** |
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## **Support Documentation**

*(If applicable, provide links to additional project documentation.)*

## **Requirements Approval**

This Requirements Document must be reviewed and approved before proceeding to the next phase of the project. Once requirements are approved, all changes to the requirements must be documented and approved according to the Change Control Process.

| **Project Role** | **Name** | **Signature (Electronic is acceptable)** | **Date** |
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| Functional Lead |  |  |  |
| Technical Lead |  |  |  |
| Testing Coordinator |  |  |  |
| Project Manager |  |  |  |
| *(insert additional rows as needed)* |  |  |  |

1. Revision History

*(All versions of Requirements Document are important. Any changes require an approved change request and revisions to this document. When a change is approved, this document should be updated by selecting “Save As,” renaming with the next version integral number (i.e. v2, v3, v4, etc.), and making all changes.)*

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| **Version** | **Date** | **Link to Approved Change Request** | **Signature and Date (Electronic is acceptable)** |
| 2 |  |  |  |
| 3 |  |  |  |
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