

Project Requirements Document Authorization Memorandum

I have carefully assessed the Project Requirements Document for the
MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed.
Based on our authority and judgment, the continued operation of this system is authorized.

NAME
Project Manager

DATE

NAME
Director

DATE

Add other names and roles as necessary.

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1.0 INTRODUCTION

1.1 Purpose

Provide purpose of Project Requirements document, tailored to fit the needs of your particular project.

2.0 BUSINESS REQUIREMENTS OVERVIEW

What business requirements will the project work fulfill? How / where will the project product fit into any existing requirements?

2.1 Assumptions and Constraints

Detail all assumptions / constraints related to Business Requirements Overview.

3.0 FUNCTIONAL REQUIREMENTS AND USER IMPACTS

How will user requirements be satisfied?

3.1 Usability Requirements

Discuss ease of learning, task efficiency, ease of use, appearance, etc.

3.2 Performance Requirements

Discuss reliability, speed, safety, precision, scalability, etc.

3.3 Supportability Requirements

Discuss training, documentation, staff, equipment, facilities, etc.

3.4 Security Requirements

Discuss user id, authentication, privacy, security audits, etc.

3.5 Interface Requirements

Discuss navigation, functionality, location of interface elements, display, etc.

3.6 Assumptions / Constraints

Detail all assumptions / constraints related to Functional Requirements and User Impacts.

4.0 COMPLIANCE REQUIREMENTS

4.1 Assumptions / Constraints

Detail all assumptions / constraints related to Compliance Requirements.

APPENDIX A: REFERENCES

Listed below are all documents referenced in this Functional Requirements document.

REFERENCES		
DOCUMENT NAME	DESCRIPTION	LOCATION

APPENDIX B: KEY TERMS

Listed below are definitions for terms relevant to this Functional Requirements document.

KEY TERMS	
TERM	DEFINITION

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