

REQUIREMENTS ANALYSIS DOCUMENT SAMPLE

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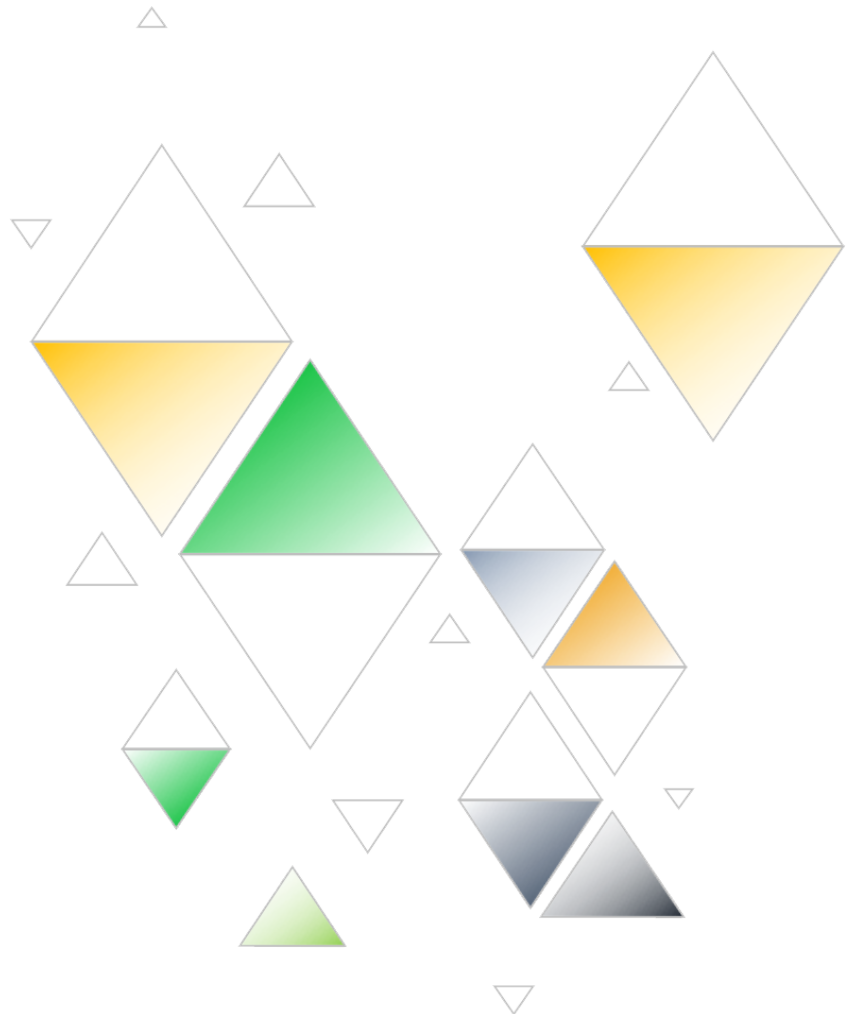
REQUIREMENTS ANALYSIS

COMPANY NAME

AUTHOR
Author Name

DATE PREPARED
00/00/0000

VERSION
0.0.0



VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0	John Smith	02/22/20XX	Added additional stakeholders	Marion Jones

DOCUMENT AUTHORIZATION MEMORANDUM

I have carefully assessed the requirements analysis document for

< Project Name >

MANAGEMENT CERTIFICATION

Please check the appropriate statement.

<input type="checkbox"/>	The document is accepted.
<input type="checkbox"/>	The document is accepted pending the changes noted.
<input type="checkbox"/>	The document is not accepted.

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

NAME	SIGNATURE	DATE

TITLE
Project Manager

NAME	SIGNATURE	DATE

TITLE
Director

Add other names and roles as necessary.

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INTRODUCTION

Purpose

Our organization is seeking a sales enablement solution that will help our sales team engage with prospects and customers. We will have all sales and marketing team members trained and utilizing the solution within three months of implementation.

Reference Documents

Include any external documentation that may add value for stakeholders.

NAME	DESCRIPTION	LOCATION/LINK

Abbreviations and Acronyms

TERM	FULL NAME	DESCRIPTION
SE	Sales Enablement	

DESCRIPTION

Product Context

To ensure that the sales and marketing team members are working in sync to engage with all prospects and customers, we are making sure that the sales enablement solution requirements include all necessary functionality.

User Classes and Characteristics

Include a description of all system users and their usage characteristics.

USER CLASS	CHARACTERISTICS

Operating Environment

If you are seeking a SaaS or an on-premises solution, please include the relevant details below (such as any necessary technical requirements for an on-premises implementation).

BUSINESS DRIVERS

We must have a sales enablement solution; such a solution provides sellers with the tools they need to engage with the buyer throughout the sales cycle. The solution also allows the marketing team to support the sales process more effectively, i.e., with more targeted content, training, messaging, and tools.

STAKEHOLDERS

Include all stakeholders and the roles they play in the project.

STAKEHOLDER	ROLE
Project Manager	This person is responsible for leading the project from initiation to completion, holding all stakeholders and resources to deadlines.
Executives	This role is responsible for signing off on final selections and promoting the internal use of the product.
Sales and Marketing Team Members	We will train these team members regarding the solution. They will then be responsible for providing feedback on the product's effectiveness.

REQUIREMENTS

Include all of the requirements you collected from stakeholders.

The solution should store and manage our content assets.

The solution should measure the usage of our content.

The solution should provide real-time reports and dashboards.

The solution should be easy for all stakeholders to access and use.

The solution should support a variety of document types, including PDF, video, .doc, .xlsx, images, and more.

The solution should integrate with Salesforce.

Performance Requirements

Security Requirements

Usability Requirements

Other Requirements

Appendix A: Analysis Models

List any attached/referenced documentation, such as data flow diagrams, class diagrams, state-transition diagrams, entity-relationship diagrams, etc.

NAME	DESCRIPTION	LOCATION / LINK

Appendix B: Issues List

List and describe any unresolved issues.

ISSUE ID	DESCRIPTION	STATUS



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