

<Project Name>

User Requirement Specification

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INTRODUCTION

A brief statement about the System, who, what, where and when..

Executive Summary

Overview

Where does this System fit in, what is the existing situation / current problem, what is the proposed solution, why is it necessary, how do we intend achieving it.

The System description: Scope or overview (What) of phases and main components, sub-Systems, How it relates to other Systems, Where, Who and Who for, When it will take place, background or purpose (Why). Overall goals - what want to achieve and why.

BUSINESS REQUIREMENTS

Goals

Ultimate purpose and reason for changes.

“Implementing a new hospitality system at will help achieve the goal of providing a system that addresses users needs in terms of ease of use, appropriate functionality, improved productivity and year 2000 compliance.”

Objectives

Measurable “To achieve the goal setout above the following objectives must be met:”

Critical Success Factors

What must be avoided/achieved to ensure success.

“The successful implementation of the <System Name> system will be measured against the following critical success factors:”

Business Constraints

Events/situations which cannot be changed by this project

Assumptions

Dependencies

Context Diagram

A context diagram picturing the major inputs and outputs and their sources and destinations.

“The context diagram is a graphical representation of the major inputs and outputs, with their sources and destinations.

The following entities have been identified that will interact with the proposed <System Name> system.”

Scope

A statement which defines the boundaries of the System, stating what functions are included and what functions are excluded.

“The following section lists the features/functionality that has been included in the scope of the <System Name> system. It also identifies functionality that has been excluded from the scope.

Inclusions

The following functionality has been included within the scope of the current <System Name> system.

Exclusions

The current functionality has been excluded from the scope of the current <System Name> system requirements.”

Scope of Integration

A statement of what external systems and/or files the proposed system will integrate with.

“System Overview Diagram

This diagram illustrates the main components of the <System Name> system and the integration required with external systems and entities.”

Quality Requirements

Volumes, no. of users accessing simultaneously, updating access of database, etc.

User Catalogue

A list of all the potential classes of users of the system (i.e. branch managers, clerks, etc - not individual names)

Locations

A list of all the locations where the system is planned to be implemented

Security Requirements

Encryption of database, secured transfer of data via communication lines, security access.

Business Continuity Plans

Backup and recovery plans/requirements

NON-FUNCTIONAL REQUIREMENTS

Design Constraints

Decisions which have been made regarding how the system will be implemented - for example if a certain package is going to be used.

Key Performance Requirements

Design Considerations

Any other requirements or user requests which will be addressed at design time. e.g.

all data input will be done in one case for ease of querying,

CID standards for data fields will be adhered to

the system will be year 2000 compliant

FUNCTIONAL REQUIREMENTS

Information Needs

General description of what data/system required for.

Key Business Events

The main business events affected by the change/system - manual and computerised.

Processing Requirements

Data Requirements

Data fields and business rules.

TECHNICAL REQUIREMENTS

System Architecture

Operational Environment

Development & Test Environment

Connections to Existing Systems

GLOSSARY, ACRONYMS & ABBREVIATIONS

Glossary & Acronyms

Abbreviations

CHANGE CONTROL FORM

1. Date: 05/12/97	Name: Gail DeCosta
Change/Comment: Removed references to xyz.	
2. Date:	Name:
Change/Comment:	
3. Date:	Name:
Change/Comment:	
4. Date:	Name:
Change/Comment:	
5. Date:	Name:
Change/Comment:	
6. Date:	Name:
Change/Comment:	

ACCEPTANCE FORM

Specification Sign Off

DATE : 24 September 2009

TO :

SUBJECT : Generic

In terms of <COMPANY NAME> Systems Development Life Cycle, the enclosed User Requirements Document is to be duly checked by yourself to ensure that it covers all the aspects of your business in accordance with the Terms of Reference supplied to us. Should you be satisfied with the contents, please sign at the bottom of this page, and return the document to me at your earliest convenience.

Regards,

BA Name

This Specification has been studied and is duly signed off as completed and correct.

Please do NOT sign draft copy

(User Name)

Date