|  |  |  |  |
| --- | --- | --- | --- |
| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11338&utm_source=integrated+content&utm_campaign=/content/project-requirements-templates&utm_medium=Simple+Project+Requirements+doc+11338&lpa=Simple+Project+Requirements+doc+11338&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SIMPLE PROJECT REQUIREMENTS TEMPLATE** | | | |
| ORGANIZATION | | | |
| PROJECT NAME |  | | |
| NAME |  | MAILING ADDRESS |  |
| PHONE |  |
| EMAIL |  |
| DATE |  | AUTHOR |  |
|  |  |  |  |
| DOCUMENT TRACKING | | | |
| **VERSION** | **EDITS COMPLETED BY** | **DATE** | **DESCRIPTION OF EDIT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| PROJECT | | | |
| **OVERVIEW | H*igh-level information describing proposed solution, what the project works to achieve, and business reasoning*** | | | |
|  | | | |
|  |  |  |  |
| TECHNICAL REQUIREMENTS | | | |
| **FUNCTIONAL REQUIREMENTS** | | | |
| **I D** | **D E S C R I P T I O N** | | **R E M A R K S** |
|  |  | |  |
| **REPORTING REQUIREMENTS** | | | |
| **I D** | **D E S C R I P T I O N** | | **R E M A R K S** |
|  |  | |  |
| **SECURITY REQUIREMENTS** | | | |
| **I D** | **D E S C R I P T I O N** | | **R E M A R K S** |
|  |  | |  |
|  |  |  |  |
| TECHNICAL PROCESS FLOW | | | |
|  | | | |
|  |  |  |  |
| CONSIDERATIONS | | | |
|  | | | |
|  |  |  |  |
| ADDENDUMS & APPENDICES | | | |
|  | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |