**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11360&utm_source=integrated+content&utm_campaign=/content/project-approval-forms-templates&utm_medium=Project+Requirements+Approval+doc+11360&lpa=Project+Requirements+Approval+doc+11360&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT REQUIREMENTS   
APPROVAL TEMPLATE**

**YOUR LOGO**

PROJECT NAME

PROJECT REQUIREMENTS APPROVAL

AUTHOR:

Version: 0.0.0

00/00/0000

| VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Project Requirements Document**

**Authorization Memorandum**

I have carefully assessed the Project Requirements Document for the < PROJECT NAME >.

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 DATE

Project Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME DATE

Director

*Add other names and roles as necessary.*

1.0 INTRODUCTION 4

1.1 Purpose 4

2.0 BUSINESS REQUIREMENTS OVERVIEW 4

3.0 FUNCTIONAL REQUIREMENTS AND USER IMPACTS 4

3.1 Usability Requirements 4

3.1 Performance Requirements 4

3.1 Supportability Requirements 4

3.1 Security Requirements 4

3.1 Interface Requirements 4

3.1 Assumptions / Constraints 4

4.0 COMPLIANCE REQUIREMENTS 5

4.1 Assumptions / Constraints 5

**APPENDIX A: REFERENCES**

**APPENDIX B: KEY TERMS**

# INTRODUCTION

## 1.1 Purpose

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

# 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.

# 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.

# 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 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **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. |