**PROJECT REQUIREMENTS EXAMPLE**

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| ORGANIZATION |
| PROJECT NAME | **Business Blog** |
| NAME | Joe Smith | MAILING ADDRESS |   |
| PHONE | 000-000-0000 |
| EMAIL | Joe.Smith@company.com |
| DATE | Thursday, May 4th, 20XX | AUTHOR | Joe Smith |
|  |  |  |  |
| DOCUMENT TRACKING |
| **VERSION**  | **EDITS COMPLETED BY** | **DATE** | **DESCRIPTION OF EDIT** |
| 1.0 | Joe Smith |   | Initial version |
|  |  |  |  |
| PROJECT |
| **OVERVIEW |** High-level information describing the proposed solution, what the project works to achieve, and the business reasoning |
| The company will have a customer-facing blog that will communicate educational information, industry trends, event details, and company news. Readers will have the ability to register for blog updates and comment on posts. |

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| REQUIREMENTS |
| **FUNCTIONAL REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 | Users can view blog posts. |   |
| 2 | Users can comment on blog posts. |   |
| 3 | Users can register to receive updates when new articles post. |   |
| 4 | Authors can submit draft blog posts. |   |
| 5 | Admins can approve, monitor, edit, and remove posts. |   |
| 6 | Authors can schedule future publication for posts. |   |
| **TECHNICAL REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 | There will be support for multiple browsers and platforms. |   |
| 2 | There will be support for mobile and desktop. |   |
| **SECURITY REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 | Require strong usernames and passwords for authors and admin. |   |
| 2 | Support LDAP. |   |

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| TECHNICAL PROCESS FLOW |

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| CONSIDERATIONS |
| **TIMING:** We need the system to be available for testing by the end of Q2 in order to prepare for a Q3 rollout.**SCOPE:** This project is limited to the software installation, customization, and implementation of our public-facing blog. |
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| ADDENDA & APPENDICES |
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