**SIMPLE PROJECT REQUIREMENTS**

**TEMPLATE**

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| --- |
| ORGANIZATION |
| PROJECT NAME |  |
| NAME |  | MAILING ADDRESS |   |
| PHONE |  |
| EMAIL |  |
| DATE |  | AUTHOR |  |
|  |  |  |  |
| DOCUMENT TRACKING |
| **VERSION**  | **EDITS COMPLETED BY** | **DATE** | **DESCRIPTION OF EDIT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| PROJECT |
| **OVERVIEW |** High-level information describing the proposed solution, what the project works to achieve, and the business reasoning |
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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 |  |   |
| 2 |  |   |
| 3 |  |   |
| 4 |  |   |
| **TECHNICAL REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 |  |   |
| 2 |  |   |
| 3 |  |  |
| 4 |  |  |
| **SECURITY REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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| TECHNICAL PROCESS FLOW |

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| CONSIDERATIONS |
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| ADDENDA & APPENDICES |
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