**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11943&utm_source=template-word&utm_medium=content&utm_campaign=Agile+Product+Requirement+Example-word-11943&lpa=Agile+Product+Requirement+Example+word+11943)AGILE PRODUCT REQUIREMENTS TEMPLATE EXAMPLE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | | Product Beta Tracking System | | | **START  DATE** | **END  DATE** | **OVERALL PROGRESS** |  |  |
| **PROJECT MANAGER** | | Brent Williams | | | 09/02 | 10/10 | 35% |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **AT RISK** | **TASK NAME** | **FEATURE TYPE** | **RESPONSIBLE** | **STORY POINTS** | **START** | **FINISH** | **DURATION** in days | **STATUS** | **COMMENTS** |
| No | SPRINT 1 |  | Alex B. |  | 09/03 | 09/13 | 11 | Complete |  |
| No | Feature 1 |  | Frank C. |  | 09/03 | 09/07 | 5 | Complete |  |
| Yes | Feature 2 |  | Jacob S. |  | 09/07 | 09/12 | 6 | Not Started |  |
| No | Feature 3 |  | Jacob S. |  | 09/09 | 09/13 | 5 | In Progress |  |
| No | SPRINT 2 |  | Jacob S. |  | 09/16 | 09/24 | 9 | Complete |  |
| Yes | Feature 4 |  | Alex B. |  | 09/16 | 09/17 | 2 | Approved |  |
| No | Feature 5 |  | Frank C. |  | 09/17 | 09/21 | 5 | On Hold |  |
| No | Feature 6 |  | Shari W. |  | 09/22 | 09/24 | 3 | Complete |  |
| No | SPRINT 3 |  | Shari W. |  | 09/24 | 10/05 | 12 | Not Started |  |
| No | Feature 7 |  | Alex B. |  | 09/24 | 09/29 | 6 | Not Started |  |
| No | Feature 8 |  | Kennedy K. |  | 09/27 | 10/02 | 6 | Not Started |  |
| No | Feature 9 |  | Jacob S. |  | 10/02 | 10/05 | 4 | Not Started |  |

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| REQUIREMENTS | | | | | |
| 1. USER STORY | | | | | |
| As a customer, I want to be able to track my order status so that I can plan accordingly. | | | | | |
| ACCEPTANCE CRITERIA | • The customer should be able to view real-time order status updates. • Notifications should be sent for significant status changes. | | | | |
| 2. DESCRIPTION | | | | | |
| FEATURE / REQUIREMENT NAME | Order Tracking System | | | | |
| DESCRIPTION | Develop a system that allows customers to track their order status from placement to delivery. | | | PRIORITY | **High** |
| ESTIMATION | 8 story points | | | | |
| 3. DEPENDENCIES | | | | | |
| DEPENDENT USER STORIES | None | | | | |
| EXTERNAL DEPENDENCIES | Integration with courier service APIs for real-time updates. | | | | |
| 4. ACCEPTANCE CRITERIA | | | | | |
| CRITERIA 1 | Customers can see the current status (e.g., processing, shipped, delivered) when they log in. | | | | |
| CRITERIA 2 | Notifications are sent via email and mobile app push notifications. | | | | |
| 5. ASSUMPTIONS AND CONSTRAINTS | | | | | |
| **ASSUMPTIONS** | | | | | |
| Customers have stable internet connections for real-time updates. | | | | | |
| **CONSTRAINTS** | | | | | |
| Budget allocation for third-party API integration is limited. | | | | | |
| 6. RISKS AND MITIGATION | | | | | |
| RISK | | IMPACT | | MITIGATION | |
| Potential delays in API integration from courier services. | | Could delay the real-time tracking feature rollout. | | Explore alternative courier APIs and develop a fallback plan. | |
| 7. ITERATION / RELEASE PLAN | | |  |  |  |
| **ITERATION: Sprint 5** | | | | | |
| USER STORIES INCLUDED | Order Tracking System, User Profile Enhancements | | | | |
| ESTIMATED COMPLETION DATE | End of this sprint | | | | |
| 8. REVIEW AND RETROSPECTIVE NOTES | | |  |  |  |
| REVIEW NOTES | Order tracking system implemented successfully. Some users reported delayed notifications. | | | | |
| RETROSPECTIVE | Improve notification system performance for future sprints. | | | | |

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