**[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-word-11943&lpa=Agile+Product+Requirement+word+11943)AGILE PRODUCT REQUIREMENTS TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | |  | | | **START  DATE** | **END  DATE** | **OVERALL PROGRESS** |  |  |
| **PROJECT MANAGER** | |  | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **AT RISK** | **TASK NAME** | **FEATURE TYPE** | **RESPONSIBLE** | **STORY POINTS** | **START** | **FINISH** | **DURATION** in days | **STATUS** | **COMMENTS** |
| No |  |  |  |  |  |  |  | Complete |  |
| No |  |  |  |  |  |  |  | Complete |  |
| Yes |  |  |  |  |  |  |  | Not Started |  |
| No |  |  |  |  |  |  |  | In Progress |  |
| No |  |  |  |  |  |  |  | Complete |  |
| Yes |  |  |  |  |  |  |  | Approved |  |
| No |  |  |  |  |  |  |  | On Hold |  |
| No |  |  |  |  |  |  |  | Complete |  |
| No |  |  |  |  |  |  |  | Not Started |  |
| No |  |  |  |  |  |  |  | Not Started |  |
| No |  |  |  |  |  |  |  | Not Started |  |
| No |  |  |  |  |  |  |  | Not Started |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| REQUIREMENTS | | | | | | |
| 1. USER STORY | | | | | |
| As a [user type], I want [goal] so that [reason/benefit]. | | | | | |
| ACCEPTANCE CRITERIA | Specify conditions for User Story completion. | | | | |
| 2. DESCRIPTION | | | | | |
| FEATURE / REQUIREMENT NAME | Name of the feature or requirement | | | | |
| DESCRIPTION | Detailed explanation of the feature | | | PRIORITY | **Medium** |
| ESTIMATION | Story points | | | | |
| 3. DEPENDENCIES | | | | | |
| DEPENDENT USER STORIES | Specify conditions for User Story completion. | | | | |
| EXTERNAL DEPENDENCIES | Specify conditions for User Story completion. | | | | |
| 4. ACCEPTANCE CRITERIA | | | | | |
| CRITERIA 1 | Specific conditions for each requirement to be considered met | | | | |
| CRITERIA 2 | Specific conditions for each requirement to be considered met | | | | |
| CRITERIA 3 | Specific conditions for each requirement to be considered met | | | | |
| 5. ASSUMPTIONS AND CONSTRAINTS | | | | | |
| **ASSUMPTIONS** | | | | | |
| Assumption 1 | | | | | |
| Assumption 2 | | | | | |
| Assumption 3 | | | | | |
| Assumption 4 | | | | | |
| **CONSTRAINTS** | | | | | |
| Constraints 1 | | | | | |
| Constraints 2 | | | | | |
| Constraints 3 | | | | | |
| Constraints 4 | | | | | |
| 6. RISKS AND MITIGATION | | | | | |
| RISK | | IMPACT | | MITIGATION | |
| Identify potential risks or uncertainties | | Assess the potential impact on the project | | Strategy to mitigate the risk | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| 7. ITERATION / RELEASE PLAN | | |  |  |  |
| **ITERATION: Iteration number or release milestone** | | | | | |
| USER STORIES INCLUDED | List of user stories included in this iteration | | | | |
| ESTIMATED COMPLETION DATE | Expected completion date | | | | |
| 8. REVIEW AND RETROSPECTIVE NOTES | | |  |  |  |
| REVIEW NOTES | Feedback or observations after completion | | | | |
| RETROSPECTIVE | Lessons learned or areas for improvement | | | | |

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