

Software Requirements Gathering Template

Project Name: [Enter Project Name]

Document Owner: [Enter Name/Title]

Date: [MM/DD/YYYY]

Version: [1.0]

1. Project Overview & Business Goals

Describe the high-level purpose of the software and the core problem it solves.

Project Vision: [Enter text here...]

Success Metrics (KPIs): *(How will we know this project is successful?)*

- [e.g., Reduce manual entry time by 30%]
- [e.g., Support 5,000 active daily users within 6 months]
- [Metric 3]

2. Scope & Constraints

Define the boundaries of the project to prevent scope creep.

In Scope (What we are building):

- [Feature/Module A]
- [Feature/Module B]

Out of Scope (What we are explicitly NOT building):

- [Feature/Module C]
- [Feature/Module D]

Constraints (Budget, Timeline, Technology):

- [e.g., Must be deployed on AWS]
- [e.g., Must launch before Q3]

3. Key Stakeholders

Identify who has a say in the requirements and who holds final approval.

Role	Name	Department / Title	Responsibility
Executive Sponsor			Final budget/scope approval
Product Owner			Prioritization & daily decisions
Subject Matter Expert			Workflow insights
Tech Lead			Technical feasibility

4. Requirements Breakdown

4.1 Business Requirements

(High-level organizational needs and strategic goals)

- BR-01:** [e.g., The system must comply with GDPR data privacy regulations.]
- BR-02:** [Enter business requirement]

4.2 Functional Requirements

(Specific behaviors and features the system must execute)

- FR-01:** [e.g., The system shall allow users to securely reset their passwords via email link.]
- FR-02:** [Enter functional requirement]

4.3 Non-Functional Requirements

(Performance, security, scalability, and usability criteria)

- NFR-01:** [e.g., The application must load the dashboard within 2.0 seconds.]
- NFR-02:** [Enter non-functional requirement]

5. User Stories & Acceptance Criteria

Granular tasks written from the user's perspective, complete with testable conditions.

ID	User Story	Acceptance Criteria (Definition of Done)	Priority
US-01	As a [Customer], I want to [view my order history], so that [I can reorder past items].	1. System displays past 12 months of orders. 2. Each order shows date, total, and status. 3. "Reorder" button adds exact items to cart.	High
US-02	As a [Role], I want to [Action], so that [Benefit].	1. [Criteria 1] 2. [Criteria 2]	[High/Med/Low]
US-03	As a [Role], I want to [Action], so that [Benefit].	1. [Criteria 1] 2. [Criteria 2]	[High/Med/Low]

6. Feature Prioritization (MoSCoW Method)

Categorize the requested features to define the Minimum Viable Product (MVP).

- **Must Have (Critical for launch):** [List features]
- **Should Have (Important but not critical):** [List features]
- **Could Have (Nice to have if budget allows):** [List features]
- **Won't Have (Excluded from this phase):** [List features]

7. Open Questions & Risks

Capture any unresolved items that require further investigation before development starts.

ID	Risk / Open Question	Assigned To	Status
R-01	[e.g., Do we have API access to the legacy CRM?]	[Name]	Open
R-02	[Enter risk or question]	[Name]	[Open/Resolved]

8. Official Sign-Offs

Signatures indicate that the requirements defined above are accurate, complete, and approved for development.

Product Owner / Client Approver: Name: _____ Signature: _____
Date: _____

Technical Lead / Architect: Name: _____ Signature: _____
Date: _____