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This is a **FREE** "Requirements Document Template" provide by PMadvice.

Website: www.PMadvice.co.uk

This is one appendix item taken from the PMadvice book

"PMadvice – Training & Coaching IT Programme & Project Managers"

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Buy Book: <http://www.trafford.com/07-2722>

We hope you find this template useful. The PMadvice book is your chance to get 20 years experience at your finger tips, you can purchase the book online from all major online book stores and the PMadvice Website.

More **FREE** guides and templates are available from www.PMadvice.co.uk

Appendix K – Requirements Document Template

**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

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Appendix - K: Requirements Document - Template

These are the headings that you would expect to find in this type of document.

Training & Coaching IT Programme & Project Managers

First section/page: Title Page

- Project name
- Version number
- Date
- Author
- Owner/Sponsor

Second section/page: Document History

- Document location
- Other relevant documents
- Revision history
- Sign-off list
 - Name
 - Signature
 - Date
 - Version
- Distribution list
 - Name
 - Date
 - Version
- Owner/Sponsor

Third section/page: Requirements

- Table of contents
- Document objective
- Reason
- Requirements, uniquely referenced 1 to how ever many you have
 - Unique Reference
 - Description
 - Source of the requirement
 - Priority of the requirement
 - Owner of the requirement
 - Requirement details in full
 - Business Benefits
 - Comments/Suggested Solution
 - Related requirements
 - History
 - Delivery Owner

Note: For an explanation of each heading, purchase the PMadvice Book, which covers the entire project lifecycle, providing more valuable templates, guides, worked examples, management skills, troubleshooting and much more.

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