**[](https://www.smartsheet.com/try-it?trp=11586&utm_source=integrated-content&utm_campaign=/content/project-requirements&utm_medium=Simple+Project+Requirements+doc+11586&lpa=Simple+Project+Requirements+doc+11586&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)SIMPLE PROJECT REQUIREMENTS**

**TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |

|  |
| --- |
| TECHNICAL PROCESS FLOW |

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| CONSIDERATIONS |
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| ADDENDA & APPENDICES |
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