***Project Requirements are typically defined in increments. Early in the project, requirements are known at a high level. As discussions are held with the requestor, stakeholders, and sponsors; additional information is discovered, and should be documented as part of the requirements documentation.***

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| **Project Name:** |  | | |
| **Project Number:** |  | **Requestor’s Name:** |  |

***Level 1 Project Requirements:***

***Complete for all Projects.***

Project Deliverables:

*From the requestor’s/stakeholders standpoint, what will be delivered as the result of doing the work on this project?*

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Business Requirements:

*From the requestor’s/stakeholders standpoint, what are the specifics about the requirements to be satisfied, and about the above deliverables? Please describe or list the business requirements as needed for the size and complexity of the requested deliverables. (e.g. What new system configuration has been requested? ‘or’ What new development has been requested? Events planning, purchasing, licensing, construction. Describe in detail what has been requested. What specific screen or reporting functionality has been requested? Are there examples that can be attached ? The Report Requirements Document may be used to help describe “reporting requirements.” Are there other requirements documents that can be used?)*

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Business Process Requirements:

*Based on the Business Requirements specified above, will business processes need to be changed? No: \_\_\_\_\_ Yes: \_\_\_\_\_*

**Application Interface Requirements:***Will this project necessitate the need to interface with any other applications? No: \_\_\_\_\_ Yes: \_\_\_\_\_*

**Data Conversion Requirements:***Will automated data conversion be required? No: \_\_\_\_\_ Yes: \_\_\_\_\_*

**Security Requirements:***Will changes to security or additional security be required? No: \_\_\_\_\_ Yes: \_\_\_\_\_*

**Training Requirements:***Will training will be required? No: \_\_\_\_\_ Yes: \_\_\_\_\_*

**Funding Requirements:***Will funding be required? No: \_\_\_\_\_ Yes: \_\_\_\_\_*

**Additional Staff or Resource Requirements:***Has any additional staff been identified? No: \_\_\_\_\_ Yes: \_\_\_\_\_  
Are there any other resources that are needed in order to complete this project? No: \_\_\_\_\_ Yes: \_\_\_\_\_*

***Level 2 Project Requirements:***

***Based on your Level 1 answers, complete the following sections with additional detail about the requirements of the project. The need for these items may depend on the size and complexity of the project.***

Business Process Requirements:

*Based on the Business Requirements specified above, will business processes need to be changed and how?*

Will the business process change? *No: \_\_\_\_\_ Yes: \_\_\_\_\_*  (If Yes, please specify details below)

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**Application Interface Requirements:**

*Specify if this project will necessitate the need to interface with any other applications. If interface is required, indicate in detail what data needs to be interfaced, from what to what? Who will need to be involved to verify the interface works properly?*

Is interface required? *No: \_\_\_\_\_ Yes: \_\_\_\_\_*  (If Yes, please specify details below)

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**Data Conversion Requirements:**

*If automated data conversion is required, indicate in detail what will need to be converted, from what to what? Who will need to be involved to verify the conversion works properly?*

Is data conversion required? *No: \_\_\_\_\_ Yes: \_\_\_\_\_*  (If Yes, please specify details below)

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**Security Requirements:**

*If security changes or additional security mechanisms are required, indicate in detail what will need to be changed, (from what to what?), or what will need to be added. Who will need to be involved to verify the security works properly?*

Is security change/add required? *No: \_\_\_\_\_ Yes: \_\_\_\_\_*  (If Yes, please specify details below)

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**Training Requirements:**

*If training will be required, indicate the potential details of what will need to be trained, and who will need to be trained. Depending on the level of training required or for large/complex projects, a separate Training Plan may need to be documented.*

Is training required? *No: \_\_\_\_\_ Yes: \_\_\_\_\_*  (If Yes, please specify details below)

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**Funding Requirements:**

*If funding is required, indicate in detail what will need to be purchased, and the approproximate $ amount that will be required (for services or products - software/hardware - for the project) in order to complete the project.*

Is funding required? *No: \_\_\_\_\_ Yes: \_\_\_\_\_*  (If Yes, please specify details below)

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Technical Requirements:

*In order to deliver the requested business functionality, what are the specific technical requirements? (e.g. Is there a specific environment that is needed, are there security access considerations? Do technical procedures need to be changed? What specific new databases will be created? What databases will be modified? What technical considerations will be needed to support application interface?)*

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Policy Requirements:

*Will any existing policies have an impact on the outcome of this project? No: \_\_\_\_ Yes: \_\_\_\_*  (If Yes, please specify below)

*Will any of the existing policies need to be changed as a part of this project? No: \_\_\_\_ Yes: \_\_\_\_*  (If Yes, please specify below)

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Additional Staff or Resource Requirements:

*Has any additional staff been identified who will need to participate in order to complete this project? Are there any other resources that are needed in order to complete this project?*

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Project Milestones:

*What are the major sections or phases of the project that will be accomplished toward the delivery of the total project? (e.g. A prototype of the application to be developed will be created, reviewed, and accepted by the customer; or the procurement phase vs. the implementation phase of a project; or receipt and installation of hardware, installation and testing of software, etc.)*

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Questions:

*Are there any questions that need to be researched / resolved in order to complete the requirements definition? If so, please describe.*

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Project Interactions:

*Are there other projects that need to be considered, or completed, in order to complete this project? Does this project affect the completion of other projects? Please explain.*

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Risks:

*Are there potential problems that could cause the project team difficulty? ‘or’ that could cause the project not to be viewed as a success? If so, please describe.*

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Constraints:

*In addition to any scheduling limitiations as described in the project charter, are there any actions or requirements that must be accomplished or met in order to successfully deliver the project? (e.g. Are there certain activities that must be completed by a certain time during the execution of the project? Are there certain outside influences on when certain items can be accomplished based on the nature of doing business at the University?) If so, please describe.*

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Stakeholder Expectations:

*In addition to the requirements and deliverables specified for the project, what are the stakeholders’ expectations about the project? ‘and’ about the product, service, or specific outcome being delivered by the project? If so, please describe.*

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Project Acceptance:

*Who is responsible for the acceptance of the project deliverables (who will sign off on the project)?*

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