1. **Business Background**
   1. ***The Business Need***

Provide the background to the project in terms of the business need which is driving the project. How did the need arise? Is it a problem that needs to be solved or an opportunity that needs to be seized? Why was the decision taken to build *software* to satisfy this need? Who made that decision? What other attempts to fulfill the business need previously happened (i.e., failed attempts to do this before) and why were they not successful?

* 1. ***Strategic Goals (if not already in a separate document)***

List the strategic goals of the current change initiative and how each goal helps the business. Give each goal a unique identifier.

* 1. ***Stakeholders***

List all stakeholders by role and by name (stakeholders may also be outside the customer’s enterprise, e.g., a legislative body, or a supplier). State their interest in the project. Clearly identify the project sponsor, all SMEs who will take part in workshops and all SMEs who will be responsible for acceptance testing.

* 1. ***Users***

List all user roles and, in general terms, how each role will benefit from the new system.

* 1. ***Risks***

List each perceived risk, its likelihoods, cost to the project if realised and any mitigation.

* 1. ***Assumptions***

List any business (i.e., non-technical) assumptions relating to the project.

1. **Scope and Vision of the Solution**
   1. ***Vision statement***

State clearly what the justification is for spending money on this project. This should tie back to section 1.1.

* 1. ***High level statements of functional requirement***

These should be concise, **clear** and ***unambiguous*** statements. Err on the side of pedantry. Give each statement a unique identifier for traceability. Trace each requirement back to a strategic goal. Use the active voice. Statements should be easily convertible into Work Types and System Use Case names or User Story titles, for example:

* The solution will provide automated workflow for the processing of Leave Requests
* The solution will enable users to create a Leave Request
* The solution will enable users to modify a Leave Request
* The solution will enable users to review a Leave Request
* The solution will allow users to attach supporting files to a Leave Request

This section ***must be explicit***. Any functions omitted here, which the customer later requests, will be subject to change control.

* 1. ***Statements of non-functional requirement***

List the mission-critical non-functional requirements here, for example:

* Response times
* Maximum number of users to be supported
* Maximum number of concurrent users to be supported

Give each statement a unique identifier for traceability.

This section ***must be explicit***. Any requirements omitted here, which the customer later requests, will be subject to change control.

* 1. ***Release Plan (optional)***

If the software is to be delivered in phased releases, then detail here the timing of each release and which requirements belong to each release. Alternatively, have a separate sub-section for each release and embed the relevant functional and non-functional requirements under each release sub-section.

* 1. ***Out of Scope***

Complete this section if requirements which stakeholders or users would normally expect to see are omitted. Explain the reason for the omission and who made the decision to omit it.

Also add to this section any requirements which are de-scoped subsequent to the first draft of this document.