Requirements Template

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Overview

I use this before development starts — to define what the system, feature, or workflow actually needs to do.

Who this is for

Business analysts, IT project managers, product owners, and technical leads documenting scope.

When to use it

After intake and before build, when stakeholders need a shared definition of done.

Template

```
Requirements Template

Project:
Feature:
Business goal:
User role:
User problem:
Current process:
Improved process:

Functional requirements:
1.
2.
3.
4.
5.

Non-functional requirements:
Performance:
Security:
Access control:
Data storage:
Device support:
Browser support:

Acceptance criteria:
1.
2.
3.
4.
5.

Dependencies:
Risks:
Open questions:
```

```
Owner:
Due date:
```

Example

```
Weak requirement:
Users should be able to upload documents.

Better requirement:
Users can upload PDF, JPG, and PNG files up to 10 MB. After upload, the system
displays the file name, upload date, status, and a delete option.
```

Closing note

Good requirements remove guessing. They help developers build the right thing and help stakeholders agree on what done means.