

Requirements Template

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Overview

Use this template to define what the system, feature, or workflow 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 development, 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.

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