**Requirements Documentation**

**Project Title**:

**Prepared by: Date:**

**Requirements Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Originator** | **Requirement Specification** | **Requirement Type\*** | **Comments / useful info** | **Actions needed** |
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**\* Type: (1) business requirement, (2) stakeholder requirement, (3) solution-functional requirement, (4) solution-nonfunctional requirement, (5) readiness requirement, (6) project requirement, and (7) quality requirement**

**Assumptions:**

**Constraints:**

**Stakeholder Basic Requirements/ Expectations Management Matrix**

**Project Title**:

**Prepared by: Date:**

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| --- | --- | --- | --- |
| **Measure of Success** | **Priority** | **Expectations** | **Guidelines** |
| Scope |  |  |  |
| Time |  |  |  |
| Cost |  |  |  |
| Quality |  |  |  |
| Customer Satisfaction |  |  |  |
| Financial Impact |  |  |  |