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Template Guide

What is a Product Requirements document?

A Product Requirements document provides a high level description of the required core functionality for the product to be delivered by the project. This document is comprised of the following components:

- A description of the products to be delivered by the project
- A description of the product environment and product user characteristics
- A description of the product constraints (general and specific to product design)
- A description of the product assumptions and product dependencies
- A description of the product functional requirements
- A description of the product performance requirements and non-functional requirements
- A description of the system and user interface requirements for the product

When do I use a Product Requirements document?

The Product Requirements document is developed during the Initiation phase of the project, using a cross-functional team approach, which engages product management team members, project management team members and functional business leads in the vision and development of the product's requirements. The information gathered and documented in the Product Requirements document serves as a prerequisite to the development of the time estimates specific to all Product Development activities, which are to be outlined in detail within the Project Estimate document.

How to use this template

This template should be used to define the required functional and non-functional components for the product(s) to be delivered by the project. The following process is recommended, in order to effectively develop this document:

1. The product and its requirements should be aligned with the company's business mission, business goals and business objectives. The aspect of alignment of the product with the business should be integrated into the context of the product visioning workshops which should occur prior to the development of this document. The product visioning workshops should result in the delivery of high-level product requirements in tangible form, such as text documents and/or slide presentation documents, whose content should be used as the foundation of the product background and product functional requirements, to be incorporated into Sections 1 and 2 of this document.
2. Once the draft version of the Product Requirements document has been developed, meetings should be scheduled with the applicable business operations/functional team leads, in order to gather the high-level performance and non-functional product requirements, which would not typically be included in the information delivered by the product management team through the visioning workshops. This information should be incorporated into Sections 3 and 4 of this document.
3. Once the high-level non-functional requirements have been determined, additional meetings should be scheduled with the Enterprise IT Systems, Network Management and Data Management departmental team leads, in order to gather the external Hardware, Software and User interface requirements for the product. This information should be incorporated into Sections 5 and 6 of this document.

1 Product Background

1.1 Product Description

[Provide a high-level overview of the product to be delivered by the project, in the table below:]

Product Name	Feature Name	Description	Targeted Release Date
<ul style="list-style-type: none"> [Product Name] 	<ul style="list-style-type: none"> [Feature Name] [Feature Name] [Feature Name] [Feature Name] [Feature Name] [Feature Name] 	<ul style="list-style-type: none"> [Description] [Description] [Description] [Description] [Description] [Description] 	<ul style="list-style-type: none"> [mm/dd/yyyy] [mm/dd/yyyy] [mm/dd/yyyy] [mm/dd/yyyy] [mm/dd/yyyy] [mm/dd/yyyy]

1.2 Product Justification

[Provide a high-level description of the product's purpose and the reasons for the development of the product(s) listed above:]

1.3 Product Environment

[Provide a detailed description of the environment in which the product will operate. Use a context diagram to show the product and its interfaces to internal and external physical and/or logical entities (hardware, software, users etc.)]

[Insert Context Diagram Here]

1.4 Product User Characteristics

[Provide a brief description of the eventual users of the product and their needs. For instance, provide a description of the user organization(s) and the objectives and strategies to which the product needs to relate and how critical the product is to the organization. State what levels of skill will be available to operate the product:]