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| **A picture containing text  Description automatically generatedSIMPLE PROJECT REQUIREMENTS TEMPLATE**  |
| ORGANIZATION |
| PROJECT NAME |  |
| NAME |   | MAILING ADDRESS |   |
| PHONE |   |
| EMAIL |   |
| DATE |   | AUTHOR |   |
|  |  |  |  |
| DOCUMENT TRACKING |
| **VERSION**  | **EDITS COMPLETED BY** | **DATE** | **DESCRIPTION OF EDIT** |
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| PROJECT |
| **OVERVIEW | H*igh-level information describing proposed solution, what the project works to achieve, and business reasoning*** |
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| TECHNICAL REQUIREMENTS |
| **FUNCTIONAL REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
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| **REPORTING REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
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| **SECURITY REQUIREMENTS** |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
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| TECHNICAL PROCESS FLOW |
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| CONSIDERATIONS |
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| ADDENDUMS & APPENDICES |
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