**[](https://www.smartsheet.com/try-it?trp=11586&utm_source=integrated-content&utm_campaign=/content/project-requirements&utm_medium=Project+Requirements+Example+doc+11586&lpa=Project+Requirements+Example+doc+11586&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT REQUIREMENTS EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| ORGANIZATION | | | |
| PROJECT  NAME | **Business Blog** | | |
| NAME | Joe Smith | MAILING ADDRESS |  |
| PHONE | 000-000-0000 |
| EMAIL | [Joe.Smith@company.com](mailto:Joe.Smith@company.com) |
| DATE | Thursday, May 4th, 20XX | AUTHOR | Joe Smith |
|  |  |  |  |
| DOCUMENT TRACKING | | | |
| **VERSION** | **EDITS COMPLETED BY** | **DATE** | **DESCRIPTION OF EDIT** |
| 1.0 | Joe Smith |  | Initial version |
|  |  |  |  |
| PROJECT | | | |
| **OVERVIEW |** High-level information describing the proposed solution, what the project works to achieve, and the business reasoning | | | |
| The company will have a customer-facing blog that will communicate educational information, industry trends, event details, and company news. Readers will have the ability to register for blog updates and comment on posts. | | | |

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| REQUIREMENTS | | |
| **FUNCTIONAL REQUIREMENTS** | | |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 | Users can view blog posts. |  |
| 2 | Users can comment on blog posts. |  |
| 3 | Users can register to receive updates when new articles post. |  |
| 4 | Authors can submit draft blog posts. |  |
| 5 | Admins can approve, monitor, edit, and remove posts. |  |
| 6 | Authors can schedule future publication for posts. |  |
| **TECHNICAL REQUIREMENTS** | | |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 | There will be support for multiple browsers and platforms. |  |
| 2 | There will be support for mobile and desktop. |  |
| **SECURITY REQUIREMENTS** | | |
| **I D** | **D E S C R I P T I O N** | **R E M A R K S** |
| 1 | Require strong usernames and passwords for authors and admin. |  |
| 2 | Support LDAP. |  |

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| TECHNICAL PROCESS FLOW |

|  |  |  |  |
| --- | --- | --- | --- |
| CONSIDERATIONS | | | |
| **TIMING:** We need the system to be available for testing by the end of Q2 in order to prepare for a Q3 rollout.  **SCOPE:** This project is limited to the software installation, customization, and implementation of our public-facing blog. | | | |
|  |  |  |  |
| ADDENDA & APPENDICES | | | |
|  | | | |

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