**AGILE PRODUCT REQUIREMENTS TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME** |  | **START DATE** | **END DATE** | **OVERALL PROGRESS** |  |  |
| **PROJECT MANAGER** |  |  |  |  |  |  |
|  |   |   |   |   |   |   |   |   |   |
| **AT RISK** | **TASK NAME** | **FEATURE TYPE** | **RESPONSIBLE** | **STORY POINTS** | **START** | **FINISH** | **DURATION**in days | **STATUS** | **COMMENTS** |
| No |  |  |  |  |  |  |  | Complete |   |
| No |  |  |  |  |  |  |  | Complete |   |
| Yes |  |  |  |  |  |  |  | Not Started |   |
| No |  |  |  |  |  |  |  | In Progress |   |
| No |  |  |  |  |  |  |  | Complete |   |
| Yes |  |  |  |  |  |  |  | Approved |   |
| No |  |  |  |  |  |  |  | On Hold |   |
| No |  |  |  |  |  |  |  | Complete |   |
| No |  |  |  |  |  |  |  | Not Started |   |
| No |  |  |  |  |  |  |  | Not Started |   |
| No |  |  |  |  |  |  |  | Not Started |   |
| No |  |  |  |  |  |  |  | Not Started |   |

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| REQUIREMENTS |
| 1. USER STORY |
| As a [user type], I want [goal] so that [reason/benefit]. |
| ACCEPTANCE CRITERIA | Specify conditions for User Story completion. |
| 2. DESCRIPTION |
| FEATURE / REQUIREMENT NAME | Name of the feature or requirement |
| DESCRIPTION | Detailed explanation of the feature | PRIORITY | **Medium** |
| ESTIMATION | Story points |
| 3. DEPENDENCIES |
| DEPENDENT USER STORIES | Specify conditions for User Story completion. |
| EXTERNAL DEPENDENCIES | Specify conditions for User Story completion. |
| 4. ACCEPTANCE CRITERIA |
| CRITERIA 1 | Specific conditions for each requirement to be considered met |
| CRITERIA 2 | Specific conditions for each requirement to be considered met |
| CRITERIA 3 | Specific conditions for each requirement to be considered met |
| 5. ASSUMPTIONS AND CONSTRAINTS |
| **ASSUMPTIONS** |
| Assumption 1 |
| Assumption 2 |
| Assumption 3 |
| Assumption 4 |
| **CONSTRAINTS** |
| Constraints 1 |
| Constraints 2 |
| Constraints 3 |
| Constraints 4 |
| 6. RISKS AND MITIGATION |
| RISK  | IMPACT | MITIGATION |
| Identify potential risks or uncertainties | Assess the potential impact on the project | Strategy to mitigate the risk |
|   |   |   |
|   |   |   |
|   |   |   |
| 7. ITERATION / RELEASE PLAN |  |  |  |
| **ITERATION: Iteration number or release milestone** |
| USER STORIES INCLUDED | List of user stories included in this iteration |
| ESTIMATED COMPLETION DATE | Expected completion date |
| 8. REVIEW AND RETROSPECTIVE NOTES |  |  |  |
| REVIEW NOTES | Feedback or observations after completion |
| RETROSPECTIVE | Lessons learned or areas for improvement |

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