**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11943&utm_source=template-word&utm_medium=content&utm_campaign=Product+Requirements-word-11943&lpa=Product+Requirements+word+11943)PRODUCT REQUIREMENTS TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| PRODUCT TITLE | Title | | |
| AUTHOR | Name | | |
| PHONE | Phone | | |
| EMAIL |  | | |
| ADDRESS |  | | |
| DATE | MM/DD/YY | | |
| OVERVIEW |  |  |  |
| Clear identification of the product being described, including a brief summary outlining its purpose, goals, and intended audience. | | | |
| PRODUCT OBJECTIVES | |  |  |
| *Define the overarching objectives and goals the product aims to achieve. This section sets the context for the requirements that follow.* | | | |
| OBJECTIVE 1 |  | | |
| OBJECTIVE 2 |  | | |
| OBJECTIVE 3 |  | | |
| OBJECTIVE 4 |  | | |
| OBJECTIVE 5 |  | | |
| STAKEHOLDER IDENTIFICATION | |  |  |
| *List and describe the stakeholders involved in the project, specifying their roles, responsibilities, and interests in the product.* | | | |
| NAME | ROLE | RESPONSIBILITY | INTERESTS IN THIS PRODUCT |
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| FUNCTIONAL REQUIREMENTS |  |  |
| *Detail the specific functionalities the product must have. Use user stories, scenarios, or use cases to describe how users will interact with the product and what the product needs to do.* | | |
| REQUIREMENT 1 | | |
| REQUIREMENT 2 | | |
| REQUIREMENT 3 | | |
| REQUIREMENT 4 | | |
| REQUIREMENT 5 | | |
| NON-FUNCTIONAL REQUIREMENTS |  |  |
| *Address aspects beyond specific features, such as performance, security, scalability, usability, compliance, and any technical constraints.* | | |
| REQUIREMENT 1 | | |
| REQUIREMENT 2 | | |
| REQUIREMENT 3 | | |
| REQUIREMENT 4 | | |
| REQUIREMENT 5 | | |

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| ASSUMPTIONS AND CONSTRAINTS |  |  |
| *Identify any assumptions made during the requirement-gathering process and constraints that might impact the product's development or deployment.* | | |
| **ASSUMPTIONS** | | |
| Assumption 1 | | |
| Assumption 2 | | |
| Assumption 3 | | |
| Assumption 4 | | |
| **CONSTRAINTS** | | |
| Constraint 1 | | |
| Constraint 2 | | |
| Constraint 3 | | |
| Constraint 4 | | |

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| DEPENDENCIES | |  |  |
| *Outline any external factors or dependencies that could affect the development or release of the product, such as third-party integrations or external services.* | | | |
| DEPENDENCY 1 |  | | |
| DEPENDENCY 2 |  | | |
| DEPENDENCY 3 |  | | |
| DEPENDENCY 4 |  | | |
| DEPENDENCY 5 |  | | |
| ACCEPTANCE CRITERIA | |  |  |
| *Clearly define the conditions that must be met for each requirement to be considered successfully implemented and accepted.* | | | |
| REQUIREMENT CONDITION |  | | |
| REQUIREMENT CONDITION |  | | |
| REQUIREMENT CONDITION |  | | |
| REQUIREMENT CONDITION |  | | |
| REQUIREMENT CONDITION |  | | |

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| RISK ANALYSIS |  |  |
| *Assess potential risks that could impact the project's success and detail mitigation strategies or contingency plans.* | | |
| RISK | MITIGATION | |
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| PRIORITY EFFORT | |  |  |
| *Assign priority levels and estimate the effort required for each requirement to assist with project planning and resource allocation.* | | | |
| REQUIREMENT | PRIORITY LEVEL | ESTIMATED EFFORT REQUIRED | |
|  | **High** |  | |
|  | **Medium** |  | |
|  | **Low** |  | |
|  | **High** |  | |
|  | **Medium** |  | |
|  | **Low** |  | |
|  | **High** |  | |

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| VERSION HISTORY AND CHANGE LOG | |  |  |
| *Maintain a record of revisions, updates, and changes made to the document to track the evolution of requirements.* | | | |
| VERSION | EDITS COMPLETED BY | DATE | DESCRIPTION OF EDIT |
| 1.00 | Name | MM/DD/YY |  |
|  | Name | MM/DD/YY |  |
|  | Name | MM/DD/YY |  |
|  |  | MM/DD/YY |  |
|  |  | MM/DD/YY |  |
|  |  | MM/DD/YY |  |
|  |  | MM/DD/YY |  |
|  |  | MM/DD/YY |  |
| VISUAL AIDS |  |  |  |
| Incorporate diagrams, wireframes, mock-ups, or prototypes to visually represent the product's expected look and feel, enhancing understanding and clarity. | | | |

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