**[](https://www.smartsheet.com/try-it?trp=11943&utm_source=template-word&utm_medium=content&utm_campaign=Software+Product+Requirement-word-11943&lpa=Software+Product+Requirement+word+11943)SOFTWARE PRODUCT REQUIREMENT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| SOFTWARE PRODUCT TITLE | Title |  |  |
| AUTHOR | Name |  |  |
| PHONE | Phone |  |  |
| EMAIL |  |  |  |
| ADDRESS |  | Lines and dots connected representing a network |  |
| DATE | MM/DD/YY |  |  |
| SOFTWARE OVERVIEW |  |  |  |
| Brief summary of the software's purpose, target users, and key features | | | |
| SOFTWARE PRODUCT OBJECTIVES | |  |  |
| Primary Objective | Specify the main goal of the software | | |
| Secondary Objective | List any additional goals or functionalities | | |
| STAKEHOLDERS | |  |  |
| Primary Stakeholders | List individuals or teams involved and their roles | | |
| Secondary Stakeholders | Additional stakeholders impacting or influenced by the software | | |
| FUNCTIONAL REQUIREMENTS | |  |  |
| FEATURE 1 | | | |
| Description | Detailed explanation of the feature | | |
| User Story / Use Case | Example scenario or interaction | | |
| Acceptance Criteria | Conditions for successful implementation | | |
| FEATURE 2 | | | |
| Description | Detailed explanation of the feature | | |
| User Story / Use Case | Example scenario or interaction | | |
| Acceptance Criteria | Conditions for successful implementation | | |
| NON-FUNCTIONAL REQUIREMENTS | |  |  |
| PERFORMANCE | | | |
| Requirement | Specify performance expectations | | |
| Metrics | Measurement criteria | | |
| SECURITY | | | |
| Requirement | Security standards and protocols | | |
| Data Encryption | Encryption methodologies | | |
| ASSUMPTIONS AND CONSTRAINTS | |  |  |
| Assumptions | List any assumptions made during requirement gathering | | |
| Constraints | Specify limitations such as budget, time, or technology | | |
| DEPENDENCIES | |  |  |
| External Dependencies | Third-party integrations, APIs, or services required | | |
| Other |  | | |
| 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 | | |
| Criteria 4 | Specific conditions for each requirement to be considered met | | |
| Criteria 5 | Specific conditions for each requirement to be considered met | | |

|  |  |  |  |
| --- | --- | --- | --- |
| RISK ANALYSIS | |  |  |
| TECHNICAL RISK | | MITIGATION STRATEGY | |
| Identify potential technical challenges | | Plan to address the risk | |
|  | |  | |
|  | |  | |
| MARKET RISK | | CONTINGENCY PLAN | |
| Possible market changes affecting the software | | Response plan for market shifts | |
|  | |  | |
|  | |  | |
| PRIORITY EFFORT | |  |  |
| FEATURE | PRIORITY LEVEL | ESTIMATED EFFORT REQUIRED | |
| Feature 1 | **High** | Effort estimate | |
| Feature 2 | **Medium** |  | |
| Feature 3 | **Low** |  | |
|  | **High** |  | |
|  | **Medium** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| VERSION HISTORY AND CHANGE LOG | |  |  |
| VERSION | EDITS COMPLETED BY | DATE | DESCRIPTION OF EDIT |
| 1.00 | Name | MM/DD/YY |  |
| 1.00 | Name | MM/DD/YY |  |
| 1.00 | Name | MM/DD/YY |  |
| 1.00 |  | MM/DD/YY |  |
| 1.00 |  | MM/DD/YY |  |
| 1.00 |  | MM/DD/YY |  |
| 1.00 |  | MM/DD/YY |  |
| 1.00 |  | MM/DD/YY |  |
| VISUAL AIDS |  |  |  |
| Wireframes / Mock-ups | Attach or link visual representations | | |

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