

3.1 Functional Requirements

In the example below, the requirement numbering has a scheme - BR_LR_0## (BR for Business Requirement, LR for Labor Relations). For small projects simply BR-## would suffice. Keep in mind that if no prefix is used, the traceability matrix may be difficult to create (e.g., no differentiation between '02' as a business requirement vs. a test case)

The following table is an example format for requirements. Choose whatever format works best for your project.

For Example:

Req#	Requirement	Comments	Priority	Date Rvw'd	SME Reviewed / Approved
BR_LR_05	The system should associate a supervisor indicator with each job class.	Business Process = "Maintenance"	3	7/13/04	Bob Dylan, Mick Jagger
BR_LR_09	The system should handle any number of fees (existing and new) associated with unions.	Business Process = "Changing Dues in the System" An example of a new fee is an initiation fee.	2	7/13/04	Bob Dylan, Mick Jagger
BR_LR_10	The system should capture and maintain job class status (i.e., active or inactive)	Business Process = "Maintenance" Some job classes are old and are no longer used. However, they still need to be maintained for legal, contract and historical purposes.	2	7/13/04	Bob Dylan, Mick Jagger
BR_LR_15	The system should assign the Supervisor Code based on the value in the Job Class table and additional criteria as specified by the clients.	April 2005 – New requirement. It is one of three new requirements from BR_LR_03.	2		
BR_LR_18	The system should provide the Labor Relations office with the ability to override the system-derived Bargaining Unit code and the Union Code for to-be-determined employee types, including hourly appointments.	April 2005 – New requirement. It is one of three new requirements from BR_LR_04. 5/11/2005 – Priority changed from 2 to 3.	2 3		

3.2 User Interface Requirements

In addition to functions required, describe the characteristics of each interface between the product and its users (e.g., required screen formats/organization, report layouts, menu structures, error and other messages, or function keys).

3.3 Usability

Include any specific usability requirements, for example,

Learnability

Sample User Requirements Report

RD Boyd



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