

Functional Requirements Document Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Document Information

[Enter document information information here.]

02 - Purpose

[Enter purpose information here.]

03 - Scope

[Enter scope information here.]

04 - Stakeholders

[Enter stakeholders information here.]

05 - Process Overview

[Enter process overview information here.]

06 - Functional Requirements

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

07 - Business Rules

[Enter business rules information here.]

08 - Inputs and Outputs

[Enter inputs and outputs information here.]

09 - Use Cases

[Enter use cases information here.]

10 - Exceptions

[Enter exceptions information here.]

11 - Acceptance Criteria

[Enter acceptance criteria information here.]

12 - Approvals

[Enter approvals information here.]

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