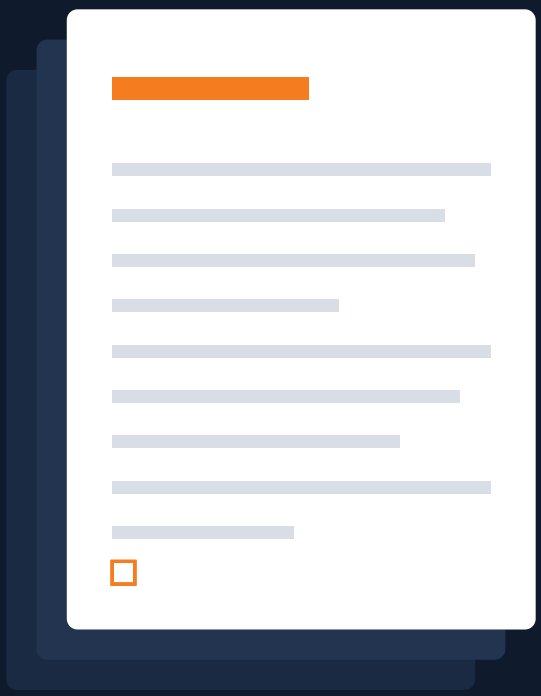
Documentation
Services Lab



FREE TEMPLATE

SOFTWARE DEVELOPMENT

Software Requirements Specification (SRS)

A complete specification of what a software system must do and how well it must do it.

STAGE

Requirements & planning

PRIMARY AUDIENCE

Product Managers, Business Analysts, Tech Leads

About this template

The SRS is the master requirements document, based on the IEEE 830 / ISO 29148 structure. It covers purpose, scope, users, functional and non-functional requirements, interfaces and constraints, and is the baseline for design, testing and acceptance.

Detail	
Stage	Requirements & planning
Primary audience	Product Managers, Business Analysts, Tech Leads

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Product		**SRS version**	
Author		**Approver**	
Status		**Date**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Introduction

Purpose of this document	
Product scope	
Intended audience	
Definitions (see glossary)	

02 Overall Description

Product perspective	
Product functions (summary)	
Operating environment	
Design & implementation constraints	
Assumptions & dependencies	

03 User Classes & Characteristics

User class	Description	Frequency of use	Key needs

Need it written for you? Book a free consult

04 Functional Requirements

GUIDANCE *Group by feature. Each requirement must be unique, testable and traceable.*

[Feature 1]

ID	Requirement	Priority	Source	Acceptance criteria
FR-01	*[The system shall ...]*	*[Must]*	*[Stakeholder / BR-ID]*	*[Testable criteria]*

[Feature 2]

ID	Requirement	Priority	Source	Acceptance criteria
FR-01	*[The system shall ...]*	*[Must]*	*[Stakeholder / BR-ID]*	*[Testable criteria]*

05 External Interface Requirements

Interface	Type	Description
[UI]	User interface	
[System X]	Software / API	
	Hardware	
	Communications	

06 Non-Functional Requirements

ID	Category	Requirement	Measure
NFR-01	Performance	*[Page load ...]*	*[< 2s at p95]*
NFR-02	Security		
NFR-03	Availability		
NFR-04	Usability / accessibility		
NFR-05	Scalability		

07 Traceability Matrix

GUIDANCE *Link each requirement to its source, design element and test case.*

Req ID	Business req.	Design ref	Test case

08 Glossary

GUIDANCE *Define terms, acronyms and product names a new reader might not know.*

Term	Definition
[Term]	*[Plain-language definition]*

09 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

Documentation
Services Lab

YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Software Requirements Specification (SRS)** and anything else you need.

SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

Quality & compliance

ISO-ready QMS documents, registers, audit checklists, training records.

Project & construction

Charters, plans, RFIs, submittals, daily reports, closeout packages.

Book a free consultation >

cal.com/documentationservices/inquiry

Visit our website >

documentationserviceslab.com

Free to use and adapt for your own organisation. Remove the orange guidance boxes before publishing.

© Documentation Services Lab