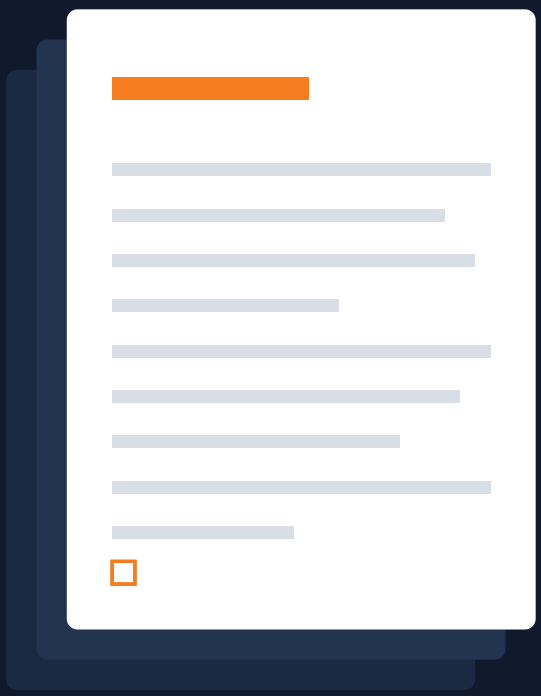
Documentation
Services Lab



FREE TEMPLATE

SOFTWARE DEVELOPMENT

Functional Requirements Document

Detailed description of the features and behaviours a system must provide.

STAGE

Requirements & planning

PRIMARY AUDIENCE

Product Managers, Business Analysts, Tech Leads

About this template

The Functional Requirements Document (FRD) describes exactly what the system must do: features, user stories, business rules, workflows and acceptance criteria. Developers build from it and testers test against it.

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 / feature		**FRD version**	
Author		**Approver**	
Status		**Date**	

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

01 Overview

Feature / module	
Business objective	
Related BRD / SRS	
In scope	
Out of scope	

02 User Roles

Role	Description	Permissions

03 User Stories

GUIDANCE *Use 'As a [role], I want [goal] so that [benefit]'.*

ID	User story	Priority	Acceptance criteria
US-01	*[As a ... I want ... so that ...]*	*[Must]*	*[Given / When / Then]*

EXAMPLE US-04: As a store manager, I want to export daily sales to CSV so that I can reconcile with accounting. AC: Given I am on Reports, when I click Export, then a CSV with today's sales downloads within 5 seconds.

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04 Functional Requirements

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

05 Business Rules

ID	Rule	Applies to
BR-01	*[e.g. Discounts cannot exceed 30%]*	

06 Workflows

> ***GUIDANCE*** *Describe key flows, with a diagram for complex ones.*



07 Data Requirements

Data element	Type	Rules / validation	Source

08 Screens / UI

GUIDANCE *Reference wireframes and describe key elements.*

Screen	Purpose	Wireframe link

09 Open Questions & Decisions

GUIDANCE *Track unresolved questions so they do not get lost.*

#	Question / decision	Owner	Due	Status
1	*[Question]*	*[Name]*	*[Date]*	*[Open]*

10 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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

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