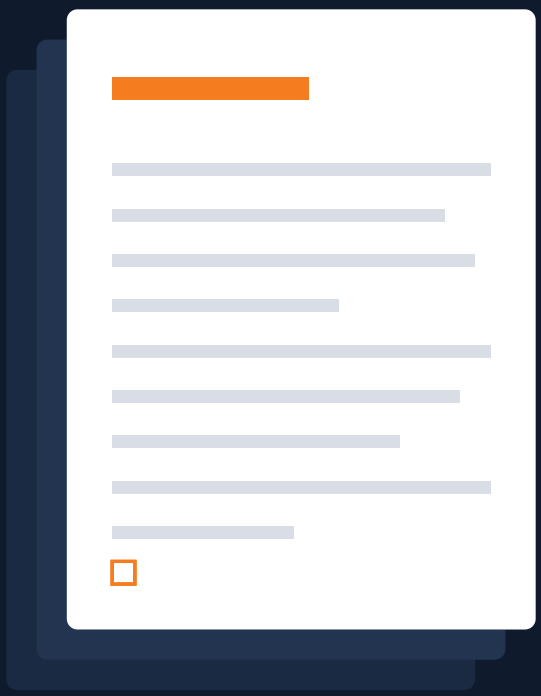
Documentation
Services Lab



FREE TEMPLATE

PROJECT MANAGEMENT

Project Requirements

Captures what the project must deliver so stakeholders and the delivery team agree up front.

PHASE

Initiation / Planning

PRIMARY USERS

Product Managers, Business Analysts

About this template

The Project Requirements document collects and prioritises the needs the project must satisfy: business, stakeholder, solution and transition requirements, with acceptance criteria and traceability. It prevents scope disputes later.

Detail	
Phase	Initiation / Planning
Primary users	Product Managers, Business Analysts

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

Project name		**Project ID**	
Project manager		**Sponsor**	
Version		**Date**	

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

01 Project Overview

Background	
Goal	
Related charter / BRD	

02 Stakeholders

GUIDANCE *List the people who need to read, contribute to or approve this document.*

Name	Role	Interest / responsibility	Contact
[Name]	*[Role]*	*[What they care about]*	*[Email]*

03 Business Requirements

ID	Requirement	Priority (MoSCoW)	Owner
BR-01			

04 Stakeholder Requirements

ID	Stakeholder	Need	Priority
SR-01			

05 Solution Requirements

ID	Type	Requirement	Acceptance criteria
SOL-01	*[Functional / NFR]*		

06 Transition Requirements

GUIDANCE *What is needed to move from current to future state: training, data migration, support.*

ID	Requirement	Owner
TR-01		

07 Traceability

Req ID	Source	Deliverable	Test / acceptance

08 Open Questions & Decisions

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

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

09 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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