Functional Requirement Specification

<Project Name>

<Department Name>

<Version Number>

Document history

Date	Version	Author	Reviewed by	Approved by	Description

Table of contents

1. Introduction

1.1. Project Background

<Mentioned background of the project. Highlight the main purpose of this application and also include different module names if any>

1.2. Project Objectives

<Brief Objectives of the Project>

1.3. Purpose of this Document

This Functional Requirement Specification (FRS) document intends to provide a comprehensive description of the intended business flow and detailed functionalities of the process of ....
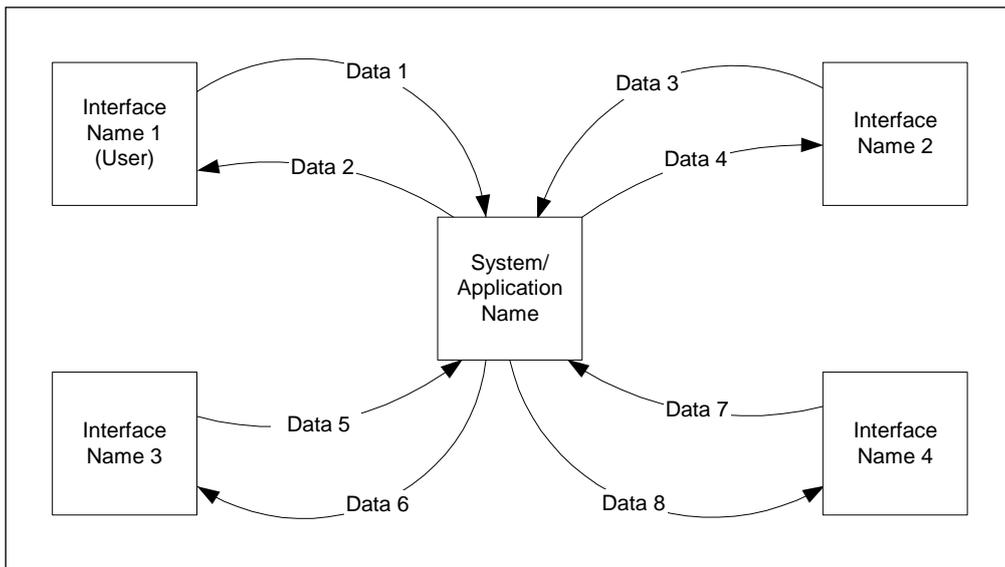
This document has been prepared using the scope of work outlined in the contract as baseline and the information collected through elaborate workshops with all relevant process owners and stakeholders. ....

1.4. Structure of this Document

2. Functional Requirements

2.1. Context

-

Generic Context Diagram

2.2. User Requirements

2.3. Process Flow Diagrams

2.4. Functional Requirements

<List the functional requirements of the system.>

2.4.1. Functional Requirements Group 1

<List the functional requirements for each functional requirements group.>

2.4.2. Functional Requirements Group 2

<List the functional requirements for each functional requirements group.>

3. Other Requirements

<Describe the non-behavioral requirements.>

3.1. Interface Requirements

<Describe the user interfaces that are to be implemented by the system.>

3.2. Hardware Interfaces

<Define hardware interfaces supported by the system, including logical structure, physical addresses, and expected behavior.>

3.3. Software Interfaces

<Name the applications with which the subject application must interface. State the following for each such application: name of application, external owner of application, interface details (only if determined by the other application).>

3.4. Data Conversion Requirements

<Describe the requirements needed for conversion of legacy data into the system.>

3.5. Hardware/Software Requirements

<Provide a description of the hardware and software platforms needed to support the system.>

4. Operational Requirements

4.1. Security and Privacy

4.2. Audit Trail

<List the activities recorded in the application's audit trail. For each activity, list the data recorded.>

4.3. Recoverability

4.4. System Availability

<State the period during which the application must be available to users. For example, "*The application must be available to users Monday through Friday between the hours of 6:30 a.m. and 5:30 p.m. EST.* If the application must be available to users in more than one time zone, state the earliest start time and the latest stop time. Consider daylight savings time, too.

Include use peak times. These are times when system unavailability is least acceptable.>

System availability is the time when the application must be available for use. Required system availability is used in determining when maintenance may be performed.

4.5. General Performance

<Describe the requirements for the following:

A. Response time for queries and updates

B. Throughput

C. Expected rate of user activity (for example, number of transactions per hour, day, or month, or cyclical periods)

Specific performance requirements, related to a specific functional requirement, should be listed with that functional requirement.

4.6. Capacity

<List the required capacities and expected volumes of data in business terms. Do not state capacities in terms of system memory requirements or disk space—if growth trends or projections are available, provide them>

4.7. Data Retention

<Describe the length of time various forms of data must be retained and the requirements for its destruction.

For example, "The system shall retain application information for 3 years". Different forms of data include: system documentation, audit records, database records, and access records.>

4.8. Error Handling

<Describe system error handling.>

4.9. Validation Rules

<Describe System Validation Rules.>

4.10. Conventions/Standards

<Describe system conventions and standards followed.

For example: Nepal GEA 2.0 Taxonomy standards should be followed or Microsoft standards are followed for windows, Institute of Electrical and Electronics Engineers (IEEE) for data formats, etc.>

APPENDIX A - GLOSSARY

<Define terms, acronyms, and abbreviations used in the FRD.>

Appendix B

Assumptions, Constraints & Non Functional Requirements

<Provide a list of contractual or task level assumptions and/or constraints/ nonfunctional requirements that are preconditions to preparation of the FRD. Assumptions are future situations beyond the control of the project, whose outcomes influence the success of a project.>