Functional Requirements Document Template

Table of Contents – Lists Sections, subsections, figures, glossary, etc. and page numbers

1. **Functional Requirement Area** – Organizes the document into the broad business/functional area (i.e. Security, Order Entry, Billing, etc.).
2. **Specific Functional Requirement** – Within each Functional Requirement Area, list each specific final functional requirement as reviewed in the JAD session. The section number assigned to each will go into the Traceability Matrix document.

   Note: The following may either be listed along with each specific functional requirement or organized into a single matrix spreadsheet.

   a. **RFP Section/Bullet [if applicable]** - This will also list the RFP section(s)/bullet(s) along with the RFP text that the specific functional requirement addresses.
   b. **JAD Session ID and Date(s)** – Lists the JAD session ID(s) and dates where each specific requirement was discussed. This section serves as a cross reference for validation of JAD session notes.
   c. **Screen(s)** – Lists the proposed screen(s) (from the Screens section) that addresses the specific functional requirement.
   d. **Report(s)** – Lists the proposed report(s) (from the Reports section) that addresses the specific functional requirement. This will list both online and batch reports.
   e. **Business Process Workflow(s)** – Lists the workflow ID that addresses the specific functional requirement.
   f. **Batch Function(s) [if applicable]** - Lists the batch function(s)/job ID(s) that addresses the specific functional requirement.
3. **Screens** – List the proposed system screens along with ID's, titles and English language descriptions. This functions as a broad screen list for the DSD. The DSD will provide a much greater level of detail and may break a single FRD screen into multiple component screens or transform the FRD screen into another type of screen entirely or eliminate it. This is to serve as the basis for the DSD JADs.
4. **Reports** - List the existing and proposed reports along with ID's, titles and English language descriptions. This will also detail on a broad basis attributes like the intent and the importance of this information, the frequency, who receives the report, etc. This functions as a broad report list for the DSD. The DSD will provide a much greater level of detail and may break a single FRD report into multiple component reports, transform the FRD report into a different report entirely or eliminate it. This covers online, batch and ad-hoc reporting functions. This is to serve as the basis for the DSD JADs.
5. **Business Process Workflow** – Graphically organizes the workflows for various areas of the business. Each is identified by a unique ID; may be broken down into sub-workflows.
6. **Screen Flow** – Graphically organizes the screens into broad system workflows. Also identifies the business process workflow(s) that it addresses.
7. **Online System Process Functions** – List the internal online system process functions along with ID's, titles and descriptions. This covers application areas which perform complex online activities such as real-time interfaces, data transformations, etc.

8. **Batch Functions (if applicable)** – List the proposed system batch jobs along with ID's, titles and descriptions. This functions as a broad batch job list for the DSD. The DSD will provide a much greater level of detail and may break a single FRD batch job into multiple component batch jobs or transform the FRD batch job into a different batch job entirely or eliminate it. This is to serve as the basis for the DSD JADs.