

PM Lite Requirements Template

Template Description

1 Purpose

The Business Requirements document details specific project and product requirements that must be met to satisfy the business objectives.

2 How to Use

This template provides a mechanism to track product/project deliverables against requirements to ensure business and product requirements are met.

3 Best Practice

Requirements may start out at a high level and become progressively more detailed as more information is known. Requirements must be unambiguous (measurable and testable), traceable, complete, consistent, and acceptable to key stakeholders. A requirements management plan should be defined to document how requirements will be captured, measured, analyzed, and managed.

Note: The PM Lite Requirements Document Template is customizable as you see fit, on a per project basis, meeting specific needs of the project and/or your organization's policies. The below sections are suggestions but can be tailored as applicable.

****NOTE: Please remove this page when creating your Requirements Document****