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**REQUIREMENTS ANALYSIS**

**DOCUMENT SAMPLE**

REQUIREMENTS ANALYSIS



COMPANY NAME

AUTHOR

Author Name

DATE PREPARED

00/00/0000

Version

0.0.0

# VERSION HISTORY

| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| --- | --- | --- | --- | --- |
| 1.0 | John Smith | 02/22/20XX | Added additional stakeholders | Marion Jones |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Document Authorization Memorandum

I have carefully assessed the requirements analysis document for

|  |
| --- |
| < Project Name > |

MANAGEMENT CERTIFICATION

Please check the appropriate statement.

|  |  |
| --- | --- |
|  | The document is accepted.  |
|  | The document is accepted pending the changes noted. |
|  | The document is not accepted. |

We fully accept the changes as needed improvements and authorize the work to proceed. Based on our authority and judgment, we authorize the continued operation of this system.

|  |  |  |
| --- | --- | --- |
| NAME | SIGNATURE | DATE |
|  |  |  |
| TITLE |
| Project Manager |

|  |  |  |
| --- | --- | --- |
| NAME | SIGNATURE | DATE |
|  |  |  |
| TITLE |
| Director |

*Add other names and roles as necessary.*

# TABLE OF CONTENTS

[VERSION HISTORY 2](#_Toc97832389)

[TABLE OF CONTENTS 4](#_Toc97832390)

[INTRODUCTION 5](#_Toc97832391)

[Purpose 5](#_Toc97832392)

[Reference Documents 5](#_Toc97832393)

[Abbreviations and Acronyms 5](#_Toc97832394)

[DESCRIPTION 6](#_Toc97832395)

[Product Context 6](#_Toc97832396)

[User Classes and Characteristics 6](#_Toc97832397)

[Operating Environment 6](#_Toc97832398)

[BUSINESS DRIVERS 7](#_Toc97832399)

[STAKEHOLDERS 7](#_Toc97832400)

[REQUIREMENTS 8](#_Toc97832401)

[Performance Requirements 8](#_Toc97832402)

[Security Requirements 8](#_Toc97832403)

[Usability Requirements 8](#_Toc97832404)

[Other Requirements 8](#_Toc97832405)

[Appendix A: Analysis Models 9](#_Toc97832406)

[Appendix B: Issues List 9](#_Toc97832407)

# INTRODUCTION

## Purpose

|  |
| --- |
| Our organization is seeking a sales enablement solution that will help our sales team engage with prospects and customers. We will have all sales and marketing team members trained and utilizing the solution within three months of implementation. |

## Reference Documents

Include any external documentation that may add value for stakeholders.

|  |  |  |
| --- | --- | --- |
| **NAME** | **DESCRIPTION** | **LOCATION/LINK** |
|  |  |  |
|  |  |  |

## Abbreviations and Acronyms

|  |  |  |
| --- | --- | --- |
| **TERM** | **FULL NAME** | **DESCRIPTION** |
| SE | Sales Enablement |  |
|  |  |  |

# DESCRIPTION

## Product Context

|  |
| --- |
| To ensure that the sales and marketing team members are working in sync to engage with all prospects and customers, we are making sure that the sales enablement solution requirements include all necessary functionality. |

## User Classes and Characteristics

Include a description of all system users and their usage characteristics.

|  |  |
| --- | --- |
| **USER CLASS** | **CHARACTERISTICS** |
|  |  |
|  |  |

## Operating Environment

If you are seeking a SaaS or an on-premises solution, please include the relevant details below (such as any necessary technical requirements for an on-premises implementation).

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# BUSINESS DRIVERS

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| --- |
| We must have a sales enablement solution; such a solution provides sellers with the tools they need to engage with the buyer throughout the sales cycle. The solution also allows the marketing team to support the sales process more effectively, i.e., with more targeted content, training, messaging, and tools.  |

# STAKEHOLDERS

Include all stakeholders and the roles they play in the project.

|  |  |
| --- | --- |
| **STAKEHOLDER** | **ROLE** |
| Project Manager | This person is responsible for leading the project from initiation to completion, holding all stakeholders and resources to deadlines. |
| Executives | This role is responsible for signing off on final selections and promoting the internal use of the product. |
| Sales and Marketing Team Members | We will train these team members regarding the solution. They will then be responsible for providing feedback on the product’s effectiveness. |
|  |  |

#

# REQUIREMENTS

Include all of the requirements you collected from stakeholders.

|  |
| --- |
| The solution should store and manage our content assets.The solution should measure the usage of our content.The solution should provide real-time reports and dashboards.The solution should be easy for all stakeholders to access and use.The solution should support a variety of document types, including PDF, video, .doc, .xlsx, images, and more.The solution should integrate with Salesforce. |

##

## Performance Requirements

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| --- |
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## Security Requirements

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| --- |
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## Usability Requirements

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| --- |
|  |

## Other Requirements

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| --- |
|  |

# Appendix A: Analysis Models

List any attached/referenced documentation, such as data flow diagrams, class diagrams, state-transition diagrams, entity-relationship diagrams, etc.

|  |  |  |
| --- | --- | --- |
| **NAME** | **DESCRIPTION** | **LOCATION / LINK** |
|  |  |  |
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# Appendix B: Issues List

List and describe any unresolved issues.

|  |  |  |
| --- | --- | --- |
| **ISSUE ID** | **DESCRIPTION** | **STATUS** |
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