**[](https://www.smartsheet.com/try-it?trp=11526&utm_source=integrated+content&utm_campaign=/content/requirements-management&utm_medium=Functional+Specifications+doc+11526&lpa=Functional+Specifications+doc+11526&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)FUNCTIONAL SPECIFICATIONS**

**TEMPLATE**

**YOUR LOGO**

**FUNCTIONAL SPECIFICATIONS**

**AUTHOR**

**00/00/0000**

**Version 0.0.0**

| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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**Functional Specifications Document**

**Authorization Memorandum**

I have carefully assessed the Functional Specifications Document for the < 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 initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

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NAME DATE

Project Manager

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NAME DATE

Director

*Add other names and roles as necessary.*

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# INTRODUCTION

Provide an overview of the entire Functional Specifications Document including the purpose, scope, definitions, acronyms, abbreviations, references, etc.

## Purpose

## Reference Documents

## Abbreviations and Acronyms

## Document Conventions

# GENERAL DESCRIPTION

## Product Context

## User Classes and Characteristics

## Overview of Functional Requirements

## Overview of Data Requirements

## Operating Environment

## General Constraints, Assumptions, Dependencies, Guidelines

## Design and Implementation Constraints

## User Documentation

# REQUIREMENTS

## External Interface Requirements

### User Interfaces

### Hardware Interfaces

### Software Interfaces

### Communications Interfaces

## Functional Requirements

### Template for functional requirements

* **purpose / description**
* **inputs**
* **processing**
* **outputs**

## Performance Requirements

## Security

## Usability

## Other Requirements

1. Analysis Models

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

| ANALYSIS MODELS | | |
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| DOCUMENT NAME | DESCRIPTION | LOCATION |
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1. Issues List

Detail any unresolved issues.

| ISSUES LIST | | |
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| ISSUE ID | ISSUE DESCRIPTION | STATUS |
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