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| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=12017&utm_source=template-word&utm_medium=content&utm_campaign=Simple+Project+Requirements-word-12017&lpa=Simple+Project+Requirements+word+12017)SIMPLE PROJECT REQUIREMENTS TEMPLATE** | | | |
| ORGANIZATION | | | |
| PROJECT NAME |  | | |
| NAME |  | MAILING ADDRESS |  |
| PHONE |  |
| EMAIL |  |
| DATE |  | AUTHOR |  |
|  |  |  |  |
| DOCUMENT TRACKING | | | |
| **VERSION** | **EDITS COMPLETED BY** | **DATE** | **DESCRIPTION OF EDIT** |
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| PROJECT | | | |
| **OVERVIEW | H*igh-level information describing proposed solution, what the project works to achieve, and business reasoning*** | | | |
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| TECHNICAL REQUIREMENTS | | | |
| **FUNCTIONAL REQUIREMENTS** | | | |
| **I D** | **D E S C R I P T I O N** | | **R E M A R K S** |
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| TECHNICAL PROCESS FLOW | | | |
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| CONSIDERATIONS | | | |
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| ADDENDUMS & APPENDICES | | | |
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