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| **Functional / Non-Functional  Requirements Definition** |
| **2022****Author/Directorate**  |
| **Document Reference:**  |

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| **Cover Sheet** |
| **Prepared By** |

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| **Name**  |  |
| **Signature**  |  |
| **Email**  |  | **Phone:**  |  |

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| **Manager / Project Manager** |
| Staff managing projects must have training and /or skills that match he demands of the project level. All projects as a minimum should be managed by a project manager who has achieved competencies at the Certificate IV in Project Management level or holds equivalent knowledge and experience.   |

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| **Name**  |  |
| **Signature**  |  |
| **Email**  |  | **Phone:**  |  |

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| **Endorsed by Project Sponsor (Deputy Secretary or Deputy Commissioner)** |

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| **Name**  |  |
| **Signature**  |  |
| **Email**  |  | **Phone:**  |  |

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| **Endorsed by Asset Owner**  |

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| **Name**  |  |
| **Signature**  |  |
| **Email**  |  | **Phone:**  |  |

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| **Stakeholder Endorsement**  |

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| **Name:**  | **Signature:**  | **Department:**  | **Date**  |
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| **Version Control**  |

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| **Version #**  | **Doc Reference**  | **Author**  | **Comments**  | **Date**  |
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|  | **1. Introduction**  |  |
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|  | All the requirements of a project deliverable should be documented, including functional and non-functional requirements.  Functional requirements are what the product is, and non-functional requirements are the quality attributes or aspects of how the product is designed, built or implemented, which includes attributes such as performance, maintainability, cost, usability, appearance, security etc. Each project is unique; however, similar projects may have been conducted previously.  If that is the case, refer to existing document as it may prove invaluable in documenting your scope, requirements and determining cost and resource requirements.  There are five levels of requirements that are typically captured at different stages of a project.  Two levels of requirements (Level 0 and level 1) are the business requirements and should be captured in the Concept Phase – Requirements Definition document. This document relates to Level 2 and Level 3 requirements. * Level 2 Functional (solution) requirements - Usually detailed statements of the behavior and information that the solution will need.
* Level 3 Quality of service (non-functional) requirements

Usually, detailed statements of the conditions under which the solution must remain effective, qualities that the solution must have, or constraints within which it must operate. Examples include reliability, testability, maintainability, availability requirements. They are also known as characteristics, constraints, or the non-functional requirements. **If a Requirements Definition document has been completed, use it for reference in completing this document**  |  |
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|  | **2. Business Objectives**  |  |
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|  | What is it that you want the project to achieve?  At this point, this may be high level e.g., “Produce a report presenting Control Unit options”, or “Develop a Fire Ground Accountability Software Application"      |  |
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|  | **3. Scope**  |  |
|  |  |  |
|  | Use the business objective to determine what the project scope is.  Project scope is the boundary around your project - the line that delineates between what your project will deliver and what it won't.  This is a very important distinction and can prevent disagreement between stakeholders in future stages. **In Scope** In Scope is a set of boundaries that define the extent of a project. These boundaries determine what falls inside the project and what is included in planning. Activities that fall inside the boundaries are considered “in scope” and are planned for in the schedule and budget. This section requires you to determine the activities the project will be working on. **Out of Scope** Out of Scope is a set of boundaries that define the extent of a project. These boundaries determine what falls outside the project and what is not included in planning. Activities that fall outside the boundaries are considered “out of scope”. This section requires you to determine the activities the project will not be addressing.  |  |
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| **In Scoop**  | **Out Of Scope**  |
| test data | test data |

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|  | **4. Stakeholders**  |  |
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|  | When gathering and defining requirements it is critically important to identify and engage the right stakeholders to ensure the products procured or developed are suitable and fit-for-purpose. It is not always easy to identify the stakeholders, particularly those impacted indirectly. Examples of stakeholders are: * The project sponsors
* The customer who receives the deliverables
* The users of the project outputs
* Suppliers (CAMMS and external)
	+ ICS
	+ Training
	+ Fleet
	+ ERM
	+ Health & Safety
	+ Corporate Sustainability
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| **Stakeholder Group**  | **Stakeholder Name**  | **Stakeholder Position** | **Interest in Project** |
| CAMMS Executives | TEST |  | TEST |
| CAMMS Executives | TEST 2 | TEST78 | TEST78 |
| Industrial Organization/s | TEST1 |  | TEST4 |
| Industrial Organization/s | TEST1 | TEST4 | TEST2 |

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|  | **5. Requirements Definition**  |  |
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|  | Once you understand who the stakeholders are, the next step is to define their needs in terms of functional and non-functional requirements. The best way to do this is by conducting stakeholder interviews or group meetings. The requirements will be/were developed through the following stakeholder engagement.  |  |
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| **Name/Group**  | **Engagement type**  | **Schedule**  |
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|  | **6. Assumptions**  |  |
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|  | Explain how this proposal aligns to the CAMMS Plan and to any organizational policies or strategies that may be relevant.   |  |
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|  | **Assumptions:**  |  |
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|  | **7. Dependencies**  |  |
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|  | For this project to be successful what is it dependent on?  |  |
|  |  |  |
|  | **Dependencies:**  |  |
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|  | **8. Final Acceptance Method**  |  |
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|  | Describe the way that you will confirm overall acceptance, i.e., will you just confirm that all the project’s outputs have been approved, or will it involve handover arrangements, including any phased handing over?  |  |
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|  | **Final acceptance method:**    |  |
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|  | **9. Responsibilities**  |  |
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|  | Decide who is responsible for defining and approving the Quality Acceptance Criteria, approving products for release, endorsing them and confirming acceptance. Also cover roles such as quality assurance, technical review and subject matter review.  |  |
|  |  |  |
|  | **Responsibilities:**    |  |
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|  |   **10. Requirements**  |  |
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|  | Use and attach the worksheets from the Functional and Non-Functional Requirements Registers to develop a comprehensive list of needs is to priorities them in terms of their criticality.    **Please refer to PMO intranet site for Functional / Non-Functional Requirements Register templates.**  |  |

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