Software Requirements Document

Template & Worksheet

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Field	Enter details
Project Name	
Client / Business Owner	
Document Version	1.0
Date	
Author	
Approved By	

Change Log

Version	Date	Author	Description of Change
1.0			Initial draft

1. Introduction

1.1 Purpose of this document

[Write here]

1.2 Product scope (what this version covers)

[Write here]

1.3 Intended audience

[Write here]

1.4 Definitions, acronyms and abbreviations

[Write here]

1.5 Reference documents

[Write here]

2. Overall Description

2.1 Product perspective

[Write here]

2.2 High-level product functions

[Write here]

2.4 Operating environment (browsers, devices, servers)

[Write here]

2.5 Assumptions and dependencies

[Write here]

2.6 Out of scope (explicitly excluded)

[Write here]

2.3 User classes and characteristics

User Role	Description	Key Permissions

3. Functional Requirements

Use one table per module. Write every requirement with "shall", give it a unique ID, and make it testable.

Module: _____

ID	Requirement	Priority	Acceptance Criteria
FR-001	The system shall …	Must	
FR-002	The system shall …	Should	
FR-003			
FR-004			
FR-005			

Module: _____

ID	Requirement	Priority	Acceptance Criteria
FR-006			
FR-007			
FR-008			
FR-009			
FR-010			

4. Non-Functional Requirements

Attach a measurable number to every requirement. If it cannot be measured, it cannot be tested.

ID	Category	Requirement (with measurable target)
NFR-001	Performance	
NFR-002	Scalability	
NFR-003	Security	
NFR-004	Availability / Backup	
NFR-005	Usability / Accessibility	
NFR-006	Compliance (GDPR, PCI-DSS…)	
NFR-007	Maintainability	

5. User Stories and Acceptance Criteria

US-001: As a _____, I want to _____, so that _____.

Acceptance criteria:

-
-
-

US-002: As a _____, I want to _____, so that _____.

Acceptance criteria:

-
-
-

US-003: As a _____, I want to _____, so that _____.

Acceptance criteria:

-
-
-

6. External Interface Requirements

6.1 User interface (link to wireframes / Figma)

[Write here]

6.2 API requirements (endpoints, auth, rate limits)

[Write here]

6.3 Third-party integrations (payment, SMS, email, CRM)

[Write here]

6.4 Hardware interfaces

[Write here]

7. Data Requirements

7.1 Key entities and relationships

[Write here]

7.2 Data retention and archival policy

[Write here]

7.3 Migration requirements (if replacing a system)

[Write here]

8. Constraints

8.1 Technical constraints

[Write here]

8.2 Regulatory and legal constraints

[Write here]

8.3 Budget and timeline constraints

[Write here]

9. Acceptance and Delivery

9.1 Definition of done

[Write here]

9.2 Testing and UAT process

[Write here]

9.3 Deployment and handover deliverables

[Write here]

10. Appendices

10.1 Glossary

Term	Definition

10.2 Supporting documents

[Write here]

Sign-Off

Name	Role	Signature	Date

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