

PMO REQUIREMENTS DOCUMENT

PROJECT DETAILS

PROJECT NAME	
PROJECT TYPE	(Improvement of Existing Application, New Application, Upgrade, Phase I, II, etc..)
ROTATION	
PROJECT START DATE	
PROJECT END DATE	
PRIMARY STAKEHOLDER	
PROJECT SPONSOR	
PRIMARY URGENCY	(Mandatory or Efficiency)
PROJECT MANAGER	
TECHNICAL TEAM	

OVERVIEW

This document defines the high-level requirements [**insert project name**]. It will be used as the basis for the following activities:

- Creating solution designs
- Developing test plans, test scripts, and test cases
- Determining project completion
- Assessing project success

DOCUMENT RESOURCES (Identify all stakeholders and resources involved in gathering requirements.)

NAME	BUSINESS UNIT	ROLE

GLOSSARY OF TERMS (Identify any terms and acronyms used within this document.)

TERM/ACRONYM	DEFINITION

PROJECT OVERVIEW/BACKGROUND (Brief description of what the project is about. It includes the current situation, the problem and objectives. This section serves as the vision statement for the requirements. Each requirement should bring the project closer to the vision.)

PROJECT REQUIREMENTS**PROJECT SCOPE**

IN SCOPE:

OUT OF SCOPE:

PROJECT DEPENDENCIES (list any related known projects that relate in whole or in part, or has a dependency on this project)**BUSINESS PROCESS ANALYSIS** (If applicable please add/attach current business flow process)**BUSINESS PROCESS REENGINEERING** (If applicable please add/attach new business flow process)