Functional Specification Document
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Functional Specification

1. Introduction

The functional specification document is a Requirements Definitions document. It should be used to address the “WHAT” question for a project. It should not address the “HOW” question. The “HOW” question should be answered in the System Design Document.

The goal of this document is to a template for Requirements Definitions. The document lists sections that encompass all aspects of system development. Specific sections may be eliminated that do not pertain to the project.

1.1 Purpose
This section should outline the purpose of the document.

1.2 Executive Summary
The executive summary should be a high level overview of the project. It should summarize the project and this document using simple English. Avoid using technical jargon in this section.

Typically, this section includes:

- Brief history of the current system.
- Summary of current process flow. Mention of current system(s).
- Summary of new process flow. Brief description of the new system.

1.3 Scope
The scope section should discuss the parameters within which the project will be implemented. It should discuss the specific nature of the project.

Some of the points that can be included in this section:

- Deliverables of the current project in terms of business/process flow.
- Systems/interfaces not within the current project implementation.
- If a phased out approach, this section clearly defines the deliverables in each of the phases.

1.4 Definitions, Acronyms and Abbreviations
All technical/business definitions, acronyms and abbreviations mentioned within the functional specification document should be listed in this section.
1.5 References
Any references made within the functional specification document must be listed in this section. References to any client documentation, system or vendor documentation should be listed in this section.

1.5.1 Standard Operating Procedures

1.5.2 Client Documentation
Functional Specification
Existing System Documentation
Guidelines, business concepts related documents.

1.5.3 Technical References
Existing System Design
Software User Guide
Application Software Manuals with Version

1.6 Intended Audience
This document is intended for senior management and top officials to get a brief overview of the system being developed. It is to be used as a basis for developers for system design and development. It is to be used by quality control and testing department as a basis to generate test plans.

1.7 Document Organization
This section should outline the flow of the document, and should summarize each of the sections of the document.
2. Current Environment

This section should discuss the existing environment within the client site. It should discuss the system architecture, existing application functionality and any limitations that the exiting environment poses to the client business. Include any diagrams that will make it easier to understand the environment.

2.1 Overview
This section should discuss the overview of the client system.

2.2 Existing Functionality
This section should list the existing functionality of the client application.

2.3 System Architecture
This section should discuss the system architecture of the client system (network topology, OS structure, Database systems etc.)

2.4 Limitations of Existing Systems
All limitations that the existing system poses to the client business should be listed in this section. Any limitations of the existing application or system should also be listed in this section.
3. User Requirements

The new user requirements should be listed in this section. This section should list the high level requirements for the system. The detailed functionality should be described in section 4.

3.1 Overview
This section should summarize the list of user requirements for the project.

3.3 Goals
The goals of the project should be listed in this section. The question, “What does the court hope to accomplish by implementing this project?” should be listed in this section.

3.4 End-user Characteristics
This section describes the end-users of the system in terms of:

- Physical location – if remote users, dial-in users, LAN/WAN users
- Functional – Operators, executives, managers, clients. If used by different layer of management, define the processes used by each
4. Functionality Definition

The functionality of the system should be detailed in this section.

4.1 Application Requirements

4.1.1 Screens and Forms

4.1.2 Screen Relationships

4.1.3 Gateway Connections

4.1.4 Database Connections

4.1.5 Reports

4.2 Database Requirements

4.2.1 Data Model

4.2.2 Data Views

4.2.3 Data Access

4.2.4 Data Storage

4.2.5 Data Availability

4.2.6 Integrity Constraints
4.2.7 Residency Requirements

4.3 Infrastructure Requirements

4.3.1 Network Infrastructure

4.3.1.1 Topology

4.3.1.2 Management

4.3.2 System Infrastructure

4.3.2.1 Availability

4.3.2.2 Reliability

4.3.2.3 Replication

4.3.3 Remote Access

4.4 Interface Requirements

4.4.1 External Feeds

4.4.2 System Exports

4.5 Security Requirements

4.6 Performance Requirements

4.7 Administration and Maintenance Requirements

4.7.1 Documentation
4.7.1.1 Application Architecture

4.7.1.2 System Infrastructure

4.7.1.3 User Guide

4.7.1.4 Operations Guide

4.7.2 Quality Assurance

4.7.3 Knowledge Transfer
5. General Constraints

Any constraints posed by the existing environment (hardware, software, compliance, user) should be detailed in this section.

5.1 Compliance Issues

5.1.1 Audit Requirements

5.1.2 Application Audit

5.1.3 Database Audit

5.1.4 Infrastructure Audit

5.1.5 Security Audit

5.2 Version Control

5.3 Hardware Limitations

5.3.1 Client End

5.3.2 Server End

5.4 Uptime/Criticality
6. Assumptions and Dependencies

Any assumptions regarding the user requirements or dependencies to other groups, vendors or systems should be detailed in this section.

6.1 Network Availability

Any dependencies to and assumptions regarding the network should be detailed in this section.

6.2 Server Uptime

Any dependencies to and assumptions regarding the server should be detailed in this section.

6.3 Vendor Dependencies

Any dependencies to and assumptions regarding external vendors should be detailed in this section.

6.4 Departmental Dependencies

Any dependencies to and assumptions regarding other client departments should be detailed in this section.

6.5 User Dependencies

Any dependencies to and assumptions regarding other client departments should be detailed in this section.
7. Document History

This section should detail the document history. It should list the creation date and any modifications made to the functional specification document.

7.1 Creation Date
This section lists the creation date and the person who created the functional specification document.

7.2 Update History
All revisions should be detailed in this section. The revisions should include the date, the person and the revision made to the functional specification document.
8. Approval

We, __________________________, have read the functional specification document for the ________________ project and are in agreement with all requirements set forth in this document. Any new requirements desired by us will require us to make modifications to the existing document.