Future Processing

Great software…because we put People

REQUIREMENTS SPECIFICATION FOR NEW SOFTWARE

Additional information

1. INTRODUCTION

1.1. Company information

Please say a few words about your company – its scope of activity, the market you operate in and what distinguishes you from other companies in the industry.

1.2. Project introduction

Please provide a brief description of the project and the software you would like to create.

1.3. Glossary

Please provide an explanation of industry jargon used in the document, any words, expressions or acronyms which might be difficult to understand to people from the outside of your industry or company.

2. PROJECT GOALS

This section provides generic information about the project.

2.1. Aims of the project

Please describe project goals, what you want to accomplish and what are the expected outcomes. Please provide any KPIs for the project, if available.

2.2. Project context

What is the story behind the idea for your software? What purpose does it serve? How is it placed among other initiatives in your organisation? Is it connected to any other initiatives or projects and, if so, to what extent?

2.3. Previous activities

Please list and describe any project activities undertaken so far. What is their status?

2.4. Timeline

What are your requirements in terms of delivery date? Should the software be delivered complete in one go or in iterations? Do you have an existing plan? Are the deadlines provided approximate or non-extendable?

2.5. Budget

Please roughly outline the budget that your potential supplier could expect to work with to complete this project.

3. USERS

How would you describe the users of the new software? What is important for them, what are their needs and problems?

3.1. User groups / System's Actors

Please list and describe groups of users who will utilise your software.

3.2. Permissions

What model of permissions (including permissions for the user, user groups and others) should be used when designing the software? Will the permissions be granted automatically by the software or by the administrator each time?

4. FUNCTIONAL REQUIREMENTS

This section provides information on all known software functions and outcomes of its use.
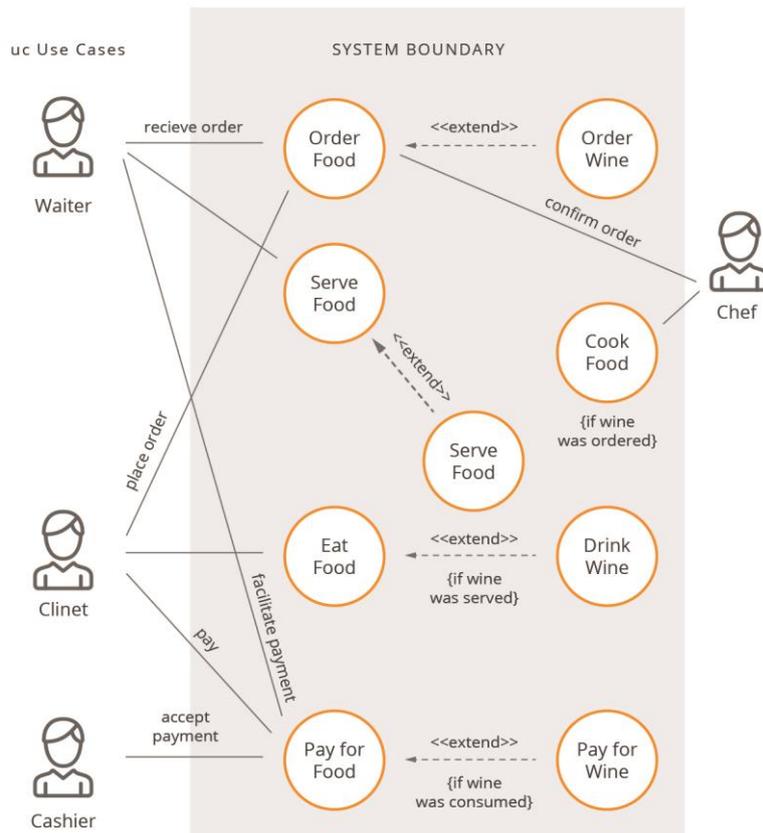
4.1. Business process

Please describe or present graphically steps to take to achieve the required business goal. For example:
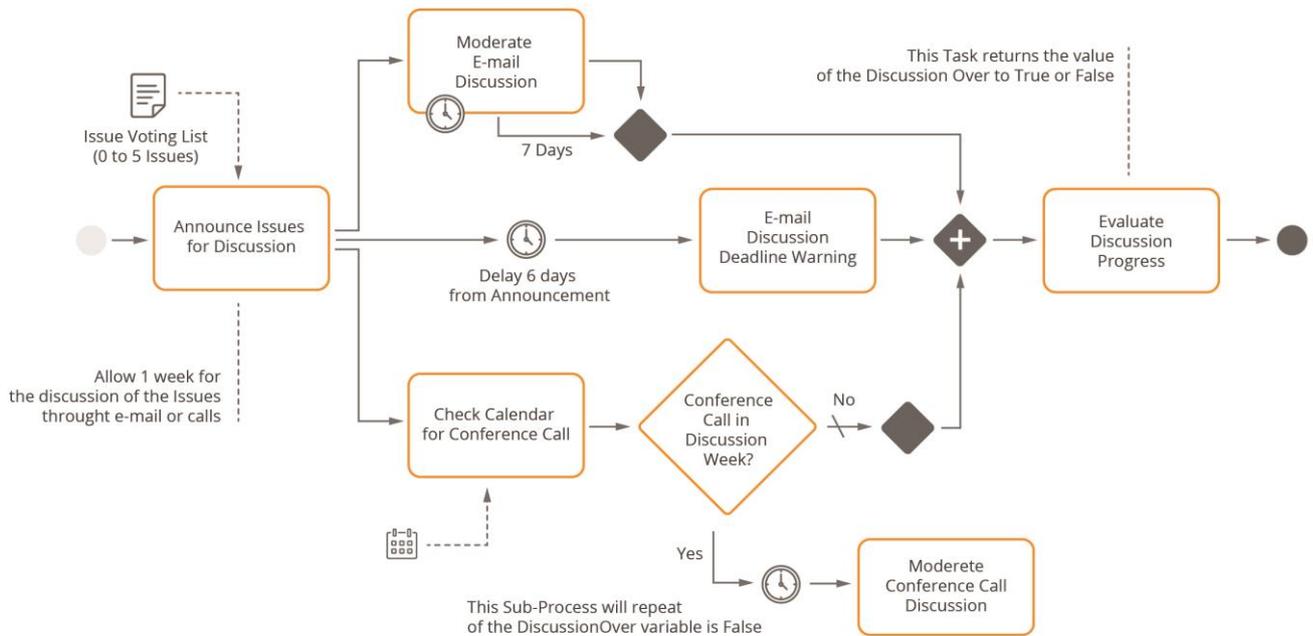
4.2. Use cases – user functionalities

For every user group, please define or present graphically the actions they will perform in the software. For example:

4.3. Back office

Please describe additional functionalities which should be available for the administrator.

4.4. Reports

This point covers information about required data in the form of reports, statistics or other forms of data aggregation and presentation.

Please describe reports which are required from your software. In particular please consider what data should be included in each of them and whether data grouping or summing is required. Please also define the expected form of reports – only shown in the program or exportable and non-editable/ editable (e.g. as a pdf/ Excel file). If possible, please provide an example of each report.

4.5. Integrations

Please provide a list of programs with which you anticipate the need for integration. How is communication with these programs possible? Do you have documentation for these programs? If possible, please provide it with this document.

4.6. Notifications (mail, in app, text)

If you want users to receive notifications from your new software, please describe how and when.

4.7. Priorities

Please describe which of the above requirements are necessary to complete and which are optional or can be done at a later stage of the project.

4.8. Out of scope

If there are any elements of the software that do not fall within the scope of the project, please describe them here.

5. NON-FUNCTIONAL REQUIREMENTS

5.1. Limitations

Please describe any limitations that apply to your new software. Please list any legal standards and company's policies the software must be compliant with.

5.2. Security

Besides standards resulting from good software development practices, do you need to implement any specific security procedures?

Do you require your potential supplier to undergo an additional security audit?

5.3. Usability and accessibility

Do you have any specific guidelines or requirements when it comes to usability (e.g. resulting from legal norms)? Does the software have to meet the requirements of any of the Web Content Accessibility Guidelines (WCAG) levels?

5.4. Performance

Please describe what system load you anticipate - how many documents, users, transactions will be performed simultaneously and in a month. Please also define what maximum system response times are satisfactory for you, e.g. the home page loads in 2 seconds.

5.5. Localisation

What languages should your software be available in? Do you plan to extend this list in the future? Should the software take into account time differences and different formats for storing dates and numbers depending on the region in which it is to be used?

5.6. Training

Do you expect to run training in the operation of the new software? If so, for how many people and where would it take place? What form would the training be in (group/one-to-one/online training, or a written user's manual only)?

5.7. Design

Should the quote also include graphic design? If so, please attach your company's brand guidelines. If you already have a design – please attach it to the document. It is worth considering usability testing with a control group?

6. TECHNICAL REQUIREMENTS

6.1. Technologies

What are your requirements in terms of technologies to use? Do you need your potential supplier to suggest or recommend the most appropriate technologies?

6.1. Technological requirements

What equipment should the software support? Which operating system and what screen resolution? Is the software supposed to be running in an existing environment? Do you already have the infrastructure in place to implement the software? If not, should the potential supplier also provide a quote for the infrastructure? Please also describe infrastructure requirements.

6.2. Language versions

In what language versions will the software be running? Are there any changes planned in the future?

6.3. Data migration

Does the software require data migration? When and how will this data be made available?

6.4. Integration with external systems

Please provide a list of systems with which you anticipate the need for integration. How is communication with these systems possible?

7. IMPLEMENTATION REQUIREMENTS

7.1. Project management

Please describe your requirements and preferences for project management, methodology used, the means and frequency of contact.

7.2. Development process

Please describe your requirements for the development process. Should the software be available to you instantly and any time? How long does testing take on your side? Do you have your own procedures for the 'go live'?

7.3. Maintenance requirements

What support do you expect from your potential supplier when your new software is up and running? How long should it last for? Should the cost be included as part of this project or priced independently?

8. ADDITIONAL INFORMATION

Please add any other requests and information which you think might be relevant, useful or interesting for your potential supplier to know at this stage.

NEED MORE HELP?

We created this document to help you easily write a specification for your new software and to start a project with your chosen IT services company. We hope you have found the document useful and wish you good luck with your project.

Future Processing can help you with the development of your new software, but also with everything around it – from assisting you further with your Requirements Specification, through IT project management to post-implementation support and maintenance.

Do contact us on sales@future-processing.com to discuss your needs and requirements.