High Level Requirements Document

Project/Initiative Name/Title

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Author:		
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1. Business Problem or Opportunity

Goals	• xx
Objectives	• xx
KPIs / Metrics	• xx

2. Scope

In-Scope Items	Out-Of-Scope Items
Item 1:	Item 2:
Item 2:	Item 2:

3. Stakeholder Managment

Users	Stakeholders	Functions
xx	xx	xx

4. High-Level Requirements

ID	Requirement	Priority	Stakeholder
	• xx	Must have / should have / nice to have	xx

5. Assumptions / Contraints

Assumptions	Constraints
• xx	• xx
• xx	• xx
• xx	• xx

6. Risks / Issues

Risk 1	xx	Issue 1	xx
Risk 2	xx	Issue 2	xx
Risk 3	xx		

7. Next Steps / Recommendation

Step 1:	
Step 2:	
Step 3:	