

System Specification Outline

1. System Scope and Purpose

A. Problem Statement

Why is the work needed (i.e., what is the business problem)?

Expected benefits derived from the work

B. Stakeholders

Name and describe all the participants: sponsor, users, etc.

Describe interview questions

C. Statement of Scope

*System features/functions that are **within** scope (Make a bulleted list)*

*System features/functions that are **not within** scope (bullets)*

D. Evaluate existing systems

List current screens, reports (bullets). If this is not a software application, describe the current technology.

2. System Functions

A. Primary Participants

Describe the primary users and their general goals for the system.

B. Business Processes

Describe the major “people” processes to be supported by the system.

Name the major users, and briefly describe the role they play in the system. The descriptions should not use any technical terms unless they are absolutely necessary.

3. Other Design Constraints and Objectives

A. Technical Requirements

List/describe new screens, reports, and features

Are there any existing databases, websites, or other issues? Are any software applications included in the purchase?

B. Performance and Scalability

How quickly does the system have to respond to requests?

How many users does it need to support at the same time?

C. Use and Usability

Are there any required interfaces (e.g., web, e-mail, SMS, etc.)

Are there any special usability requirements?