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?