



# Functional Specifications

**Project:**

**Project Manager:**

**Version:**

**Date:**



Table of Contents

**1 PURPOSE OF THE FUNCTIONAL SPECIFICATIONS ..... 3**

1.1 FS1: FS1 DESCRIPTION ..... 3

1.2 REQUIREMENTS ADDRESSED ..... 3

1.3 FUNCTIONAL COMPONENT ..... 4

    1.3.1 Business Rules ..... 4

    1.3.2 Production Frequency ..... 4

    1.3.3 Detailed To Be ..... 4

**2 FUNCTIONAL SPECIFICATIONS APPROVAL ..... 4**

This section will be used to track the version number and revision history of the Functional Specifications document. Any questions about the Functional Specifications document should be directed to the project manager.

Version #	Date	Prepared By	Description

## 1 Purpose of the Functional Specifications

The purpose of the Functional Specifications document is to describe how one or more business requirements defined in the Requirements Traceability Matrix will be implemented. Although this document is targeted towards business partners, it must contain sufficient information for Application Architects and developers to create a technical design.

*Document all of the details for each of the functional specifications below. Add a new section for each functional specification. Each section should include the following:*

- *Functional Requirement Description*
- *Requirements Addressed*
- *Functional Component*
- *Business Rules*
- *Production Frequency*
- *Detailed To Be*

*It is recommended that the BA obtain guidance from the Application Development Lead regarding information that must be included in the Functional Specification in order to create the TSD. This is especially critical for new/changed/deleted screens, reports, correspondence, and interface files.*

*Text in green/italic font is included in this document for informational purposes only and must be deleted from the document prior to review and approval.*

### 1.1 FS1: FS1 description

*Enter the description of the Functional Requirement above. By entering the description here, it will appear in the table of contents allowing ease of use in finding functional specifications within this document.*

### 1.2 Requirements Addressed

*List all requirements associated with this functional Spec.*

Req. ID	Requirement Description

### **1.3 Functional Component**

*Document in detail the intended functional component.*

#### **1.3.1 Business Rules**

*List all of the business rules for the above requirements list.*

#### **1.3.2 Production Frequency**

*Describe the intended production frequency of this functionality.*

#### **1.3.3 Detailed To Be**

*Document the system's new condition including new screen mock ups, new functionalities, new process rules (logical statements), and new process flow(To Be Flow), use cases, etc. Show the connection to the current condition including existing screen mock ups, existing functionalities, existing process rules (logical statements) for the above business rules, review tables (data elements = business rules) and existing process flow.*

## **2 Functional Specifications Approval**

By approving the Functional Specifications, the approvers are agreeing to the accuracy of the available information regarding the project documented in the Functional Specifications.

### **Approved By:**

Name:     Date:

Name:     Date:

Name:     Date: