**Pennsylvania Department of HUMAN SERVICES**

**<System Name>**

**System Requirements Definition**

**<System Name>**

**System Requirements Definition**

**<Version #>**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
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# Introduction

*[The introduction of the process document should provide an overview of the document and a brief narrative describing this initiative and purpose.]*

# Business Solution Overview

*[This subsection should contain an overview of the solution and the expected business outcomes]*

*[Information to be included in this subsection:*

* *Statement of the Business Problem or Opportunity*
* *How the solution will address the business problem or opportunity and expected outcomes]*

## Scope of this Initiative

*[Clearly state the scope of the work order.]*

## Stakeholders

|  |  |
| --- | --- |
| **Name / Role** | **Description** |
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# Conceptual System Requirements

*[The system requirements are entered are documented in the Traceability Matrix which ultimately should be produced from the Department’s enterprise tool when available. The Traceability Matrix is further elaborated in the remaining phases of the project.]*

This section outlines both the functional and non-functional system requirements. There can be a one to many relationships between a business requirement and the system requirements.

You can also see the traceability matrix definitions tab for complete information about the functional and non-functional requirement types outlined in this section.

## Functional Requirements

### Functional System Requirements

*[As listed in the following table, this section provides system requirements that support the business requirements identified in the approved Business Requirements Definition (BRD) document.]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BR ID** | **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
|  |  |  |  |  |  |  |
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### External Communication and Interface System Requirements

*[As listed in the following table, this provides a listing of system requirements that support the inputs into, and outputs from, the software system as identified in the approved BRD. It can identify interfaces to be implemented or modified and the method for implementing those interfaces (batch or real time), and the tools to be used for the interface. These requirements can also include special testing requirements – such as testing with business partners, data constraints, etc.]*

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| **BR ID** | **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Business Intelligence System Requirements

*[As listed in the following table, this provides a listing of system requirements that support the business intelligence reporting requirements as identified in the approved BRD.]*

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| **BR ID** | **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Information Lifecycle System Requirements

*[As listed in the following table, this provides a listing of system requirements that support the ILM requirements as identified in the approved BRD.*

*A separate requirement should be identified for the following:*

* *Data Retention – trigger of the ILM action (case closing, application expiring, etc.)*
* *Archival – identifies requirement for trigger that initiates the archival of the data*
* *Archival retrieval – expectation on how quickly the user needs access to the archived data*
* *Retrieval strategy – defines how the archived data will be accessed once retrieved*
* *Purge – identifies the trigger for the purge of the data ]*

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| **BR ID** | **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### System Usability (UI) System Requirements

*[As listed in the following table, this provides a listing of system requirements that support the system usability requirements as identified in the approved BRD. It can include navigation, business driver flows (from screen to screen), and accessibility or portability requirements]*

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| **BR ID** | **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Document Management System Requirements

*[As listed in the following table, this provides a listing of system requirements that support the document management requirements (such as imaging, printing, and correspondence) as identified in the approved BRD.]*

|  |  |  |  |  |  |  |
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| **BR ID** | **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Business Rules System Requirements

*[As listed in the following table, this provides a listing of system requirements that support the functional requirements for business rules as identified in the approved BRD.]*

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| **BR ID** | **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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## Non-Functional Requirements

### System Process and Workflow Requirements

*[This includes requirements for process or workflow requirements. An example could be the escalation criteria requirements for worker alerts that have not been processed within a certain period of time.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Information Architecture Requirements

*[This section identifies requirements for master data, a data warehouse, metadata, document management system, or imaging or printing.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Security Requirements

*[This section identifies requirements related to data confidentiality, user profiles, system permissions, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Application Configuration Requirements

*[This section identifies requirements for transactional support, ini file configurations, build requirements, batch models, deployment modes (for example, MSI versus Click Once, etc.), n-tier requirements, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Platform and Platform Configuration Requirements

*[This section identifies requirements relating to capacity (both software and hardware), infrastructure configurations (e.g., Windows 64 bit operating system), and response times, system software and hardware components, communications protocols, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Data Management Requirements

*[This section identifies requirements relating to conversion, logical data requirements (e.g., accessing capabilities, retention, and security), backup, recovery, etc. They can also include cyclic activities that can result from this initiative including: fiscal year rollover, NSLP yearly load, and scripted data manipulations.]*

|  |  |  |  |  |  |
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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Middleware Requirements

*[This section identifies requirements relating* *guaranteed cross platform transactional updates, Enterprise middleware usage (such as MoveIT, and ECS), use of an Enterprise Service Bus (ESB), etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Enterprise Architecture Requirements

*[This section identifies requirements relating to enterprise software licensing, expansion of infrastructure components, COTS product needs, new services required, new database instances, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Technical Operations Requirements

*[This section identifies requirements relating to* *batch such as scheduling tools to be used, batch/online windows, application availability requirements, special batch processing requirements, batch frameworks used, other batch tools required (such as Informatica).]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Technical Operations Support Requirements

*[This section identifies requirements relating to help desk, call center, integrated voice response systems, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Onsite Implementation Support Requirements

*[This section identifies requirements relating to the types of support that we are required to provide to the end user community, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### User Documentation Requirements

*[This section identifies requirements relating to the production and distribution of user documentation and the methods of delivery, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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### Other System Requirements

*[This section identifies requirements relating to legal, regulatory, policy, documentation, etc.]*

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| **SR ID** | **System** | **Subsystem or Area** | **Requirement Description** | **In/Out of Scope** | **Comment** |
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# Technical Assumptions, Constraints, and Dependencies

 *[Describe factors that can affect the requirements and the ability to implement the proposed solution. These factors can include technical, regulatory, financial, contractual, external party availability, etc. These are the assumptions copied from the actual work order document. ]*

## Technical Assumptions

|  |  |
| --- | --- |
| **ID** | **Assumption Description** |
|  |  |
|  |  |

## Technical Constraints

|  |  |
| --- | --- |
| **ID** | **Constraint Description** |
|  |  |
|  |  |

## Technical Dependencies

|  |  |
| --- | --- |
| **ID** | **Dependency Description** |
|  |  |
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#

# Appendix A: References

*[This section should contain a listing of the other referenced documents that define the initiative requirements, if applicable.*