**Requirements Attributes Table**

[AGENCY NAME]

[PROJECT NAME]

[Publish Date]

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# Using this Template

This template contains “suggested language” and assumes that the author of this document will make appropriate additions, deletions, and changes for their specific project needs.

To create a document from this template:

* Replace [bracketed text] on the cover page, in the header, and throughout the document with your project and agency information by filling in the [bracketed text] area in the document text. Filling in the information once, will propagate that field throughout the document.
* Complete the entire template making all necessary adjustments
* Each section contains abbreviated instructions (**Green Font**) and an example using (**Black Font**).
* Delete this “Using This Template” page.
* Update the Table of Contents by clicking on the “References” tab, selecting “Update Table”, then “Update Entire Table” and click “Ok”.
* Save.

To provide any suggested improvements or corrections, please email [TBSM.info@tn.gov](mailto:TBSM.info@tn.gov)

# Revisions

| Revision | Description of Change | Author | Effective Date |
| --- | --- | --- | --- |
| v1 | Initial document upload to TBSM intranet site | BSD Team | 09/28/12 |
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# Introduction

The requirements attribute table is used to track the status of all types of requirements throughout the life of a project. The types of requirements tracked may be features, user requirements (system use cases), or functional requirements. As each type of requirement is documented, it is helpful to create unique tracking numbers for each type so that the status of the requirement can be obtained easily. The same tracking number may be used across all documentation in order to trace the development of requirements over time. The information in the table that follows may be used in conjunction with a Requirements Traceability Matrix to cross reference requirements.

In this document, examples of requirements tracking numbers are FET001 & FET002 for features tracking, SUC001 for system use cases, and FCR001 for functional requirements.

# Requirements Attributes Table

The requirement number is a unique identifier used for a requirement, such as FET001, SUC001, or FCR001 as mentioned in the introduction. The date created is when the original requirement was established. The version # is optional; however, if a tracking mechanism is used in the requirement documentation development it is helpful to know the version number being referenced. The author is the person responsible for documented the requirement. The responsible party is the person in charge of ensuring the requirement is fulfilled. The status of the requirement may be described according to the project’s needs. Some examples are: proposed, approved, verified, implemented or deleted. The verification method describes how the requirement will be validated or could also include a test plan number reference. Stability indicates a type of risk level for potential change over time. Indicators may be similar to risk, such as “high” meaning low risk, or “low” meaning the requirement has the potential to continue to change.

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| **Req #** | **Date Created** | **Version #** | **Author** | **Responsible** | **Status** | **Verification Method** | **Effort** | **Priority** | **Stability** |
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# Acceptance

(This section should be modified for best application to specific projects. Include all project team members that should have some level of authority regarding document review and approval.)

Approved by:

Date:

<Approvers Name>

[PROJECT NAME] Executive Sponsor

Date:

<Approvers Name>

[PROJECT NAME] Business Sponsor

Date:

<Approvers Name>

[PROJECT NAME] Project Director/Manager

Date:

<Approvers Name>

[PROJECT NAME] Stakeholder