State the purpose of this initiative.

# Roles & Responsibilities

The following table represents who is Responsible (doer), Accountable (buck stops here), Consulted (input), Informed (kept in the loop).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Product Manager** | **Customer Service** | **Developer** | **Manager** |
| **Requirements Capture** | R | C | C | A |
| **Product Documentation** | A | C | R | I |
| **Release Management** | A | C | R | I |
| **Customer Communication** | I | RA | I | C |

Substitute roles with named individuals or job titles.

# Requirements

The section details all of the requirements related to this initiative.

## SYS-100: Requirement Summary

**Scope**

Explain what is required and why.

**Related**

List of related requirements.

**Notes**

Side notes.

**Status**

Pending/Approved/Deferred.

## DOC-110: Requirement Summary

**Scope**

Explain what is required and why.

**Related**

List of related requirements.

**Notes**

Side notes.

**Status**

Pending/Approved/Deferred.

# Acceptance Criteria

The following criteria must be fully met in order for the requirements in order for deployment to take place.

1. A
2. B
3. C

# Identified Risks

The following lists constitutes known risks.

1. A
2. B
3. C

# Issues & Assumptions

The following list details a list of issues -- resolved issues are noted as such but kept for future referral.

1. A
2. B (RESOLVED: how).
3. C

# Feedback

The following commentary was accepted and noted. Such commentary may have surfaced through meetings, water cooler conversations, emails, formal reviews, phone conversations.

|  |  |  |  |
| --- | --- | --- | --- |
| **WHO** | **WHEN** | **HOW** | **COMMENT** |
| Someone | 12 May | Email | Some comment duly noted. |
|  |  |  |  |
|  |  |  |  |