

Functional Specification

for the

[Project Name]

[Date of Document – day month year]

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I. INTRODUCTION

I.1 Purpose of this document

Describe the purpose of this document. State what this document is intended to accomplish (e.g., this document describes how the new system will be a more effective in submitting overtime).

I.2 Intended Audience

State who this document been created for.

I.3 Author(s)

Name	Title

I.4 Project Overview & Objectives

This section should answer the questions *Who*, *What*, *Where*, *Why* and *How* for the reader of this document.

Include a brief statement of the purpose of the system and software and summarize the history of system development, operation, maintenance, and describe in some manner the following:

- Explain what the software product(s) will, and if necessary, will not do.
- Describe the application of the software being specified. As a portion of this, it should describe all relevant benefits, objectives, and goals as precisely as possible.

I.5 System Requirements

Describe each requirement of the project in the table below, accompanied by a reference number or name to identify it. Use the reference number as needed throughout the document when referring to a project requirement.

Reference # or Name	Description of Requirement

1.6 Clarifications and Exceptions

Reference # or Name	Clarification/Exception	Action Required

2. FUNCTIONAL SPECIFICATION

2.1 Definition of User(s)

Describe the types of users of the system in the table below. An example has been provided.

User name	Description

2.2 User Login & Authentication

Explain the process that the user will follow from in the office and remotely if applicable.

2.3 General Function

Provide information on the functionality and user experience for each screen the user will encounter in the system. Use of flowcharts, diagrams and screen captures is encouraged to demonstrate workflow and processes.

2.3.1 Screen One Title

Function	
Details	
User Experience	
Limitations	
Comments/Note(s)	

2.3.2 Screen Two Title

Function	
Details	
User Experience	
Limitations	

Comments/Note(s)	
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(Continue to outline each screen and associated information.)

3. ADDITIONAL MATERIALS