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Client Requirements Document

Project Name

Team Name: not the project name, but the fun name

Team Members: names, emails

Client/Sponsor/Mentor: name, organization, phone, email

Introduction to the problem: any background necessary to understand why the client wants you to work on this project. I.e., what’s driving the need for it? What’s been done so far?

Project Description: specifically, what problem are you trying to solve? What functionality will you be creating? How will the Client and the rest of us know if this project is a success?

Design: give me some sense of how your software is designed. A diagram here works as well or better than words.

Specific tasks to be undertaken: what steps will be necessary – give detail. This is often best done as an outline, showing major tasks, sub-tasks, sub-sub-tasks, etc.

Risk Assessment: if there were two things that are most likely to go wrong and wreck your project, what would they be? How will you be watching out for them? What would you do if one or both of them happened?

Testing: how will you know if your software works?

Preliminary Timetable: include a Gantt chart which has the tasks listed above on it

Roles of the different team members: how do you divide the workload?

Integration Plan: how do you bring those divisions back together?

Dataflow sequence diagram: if useful

User interface requirements: if applicable

References: if useful. Are there papers, books, web sites, etc. that help explain the project’s background? List them so that anyone reading this document can come up to speed.
Glossary: if useful. Are there terms that are used in this Project Description that are not generally known?

Signatures: all team members and the Client/Sponsor/Mentor