

# Requirements Findings

[Project Logo]

Company Name

Project Name

Version:  
mm/dd/yyyy  
Prepared by:

## EXECUTIVE SUMMARY

- ***[PROJECT NAME] Background***
- ***Findings***
- ***Recommendations***

## [PROJECT NAME] OVERVIEW

- ***Project Approach***
- ***Participants***

## BUSINESS REQUIREMENTS SUMMARY

- ***Critical Business Objectives and Issues***
- ***Analytic Requirements***

*Provide the following for each requirement (typically organized by business process):*

- *Requirement Background and/or Situation Assessment*
- *Potential Business Impact*
- *Typical Analytic Questions*
- ***Preliminary Data Audit Analysis***
  - *Data Source 1 Description*
  - *Data Source 2 Description*
- ***[PROJECT NAME] Success Criteria***
- ***[PROJECT NAME] Recommendations***

## APPENDIX A – INTERVIEW WRITE-UPS