Requirements Gathering Template

1. Project Information

Project Name

Client Name / Organization

Engagement Manager / Consultant

Date

2. Stakeholders & Participants

Key Stakeholders

Contact Information

3. Business Objectives

Project Goals and Objectives

Success Criteria

4. Current Situation

Existing Processes / Systems

Pain Points / Challenges

5. Requirements

Functional Requirements

Non-functional Requirements

Constraints & Assumptions

6. Risks & Dependencies

Identified Risks

Dependencies

7. Additional Notes