Requirements Log Template

Requirements Tracking Log

#	Requirement Description	Type	Owner	Date Logged	Impact	Difficulty	Priority	Status	Comment
	"A condition or capability that must be met or possessed by a system, product, service, result, or component to satisfy a contract, standard, specification, or other formally imposed document. Requirements include quantitative and documented needs, wants, and expectations of the sponsor, customer, and other stakeholders" PMBOK Guide	*Business, Functional, or Technical*	*The name of the stakeholder who submitted the requirement or who will benefit from its delivery*	*Date the requirement was identified*	*The potential value of delivering this requirement (1 = Low, 5 = Hi)*	*How difficult would it be to meet this requirement (5 = low, 1 = Hi)*	*The multiplication of the previous two columns. The highest score gets the highest priority*	*This defines whether the requirement was accepted, rejected, or delayed*	*General comments as needed*
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									