<Project name>

Product business specifications

Full product name:
Short product name
Document prepared by: Alexander Kozlinski
Last updated: 04 April 2004

Approved by:

[PBS should be formally approved by the project sponsor and key stakeholders before the project team proceeds.]

Name, Title _____”___”_____

Name, Title _____”___”_____

Name, Title _____”___”_____

Name, Title _____”___”_____

Contact information: Alexander V. Kozlinski, mailto:alexkozlinski@uni-mod.com

Contents

[The whole content of this document shall be written in a style and language understandable to project key participants: sponsors, customers, key users etc.]

[All PBS requirements should be numbered using project—wide identification scheme. For example, PBS requirements could be numbered as follows:

pbs-F-XXX – functional PBS

pbs-I-XXX – interaction with users and external systems PBS

pbs-Q-XXX – quality PBS

pbs-C-XXX – constraint PBS]

1. Product Overview

1.1. Business Opportunity

[Briefly describe the business opportunity being provided by this project.]

1.2. Product Features: Problems & Needs being solved

[Provide a list of the problems and needs being solved by this project.]

ID	*Problem or need title*	*Priority*
pbs-F-		

pbs-F-		
pbs-F-		
pbs-F-		
pbs-F-		

1.3. Project participants

#	*Name*	*Represents*	*Role*
	[Name the participant type]	*[Briefly describe what they represent with respect to the development.]*	*[Briefly describe the role they are playing in the development. For example, Ensure this….]*

1.3.1. Participants Profiles

1.3.1.1. <Participants Name>

Description	[Brief description of the participant type.]
Participant's expertise	[Assess the technical background, and degree of sophistication—that is, guru, business, expert, casual user, etc.]
Participant's key responsibilities	[With regards to the system being developed—that is, their interest as a participant.]
Success Criteria	[How does the participant define success? How is the participant rewarded?]
Involvement	[How the participant is involved in the project? Relate where possible to the UMP roles.]
Results	[Are there any additional results required by the participant? These could be project deliverables or outputs from the system under development.
Comments / Issues	[Problems that interfere with success and any other relevant information goes here.]

1.4. Users

ID	*Name*	*Description*
pbs-I-	*[Name the user type]*	*[Briefly describe what they represent with respect to the system.]*

2. Product context

[Detail environmental requirements: usage conditions, user environment, interaction with external systems, etc.]

2.1. User Environment

Number of people involved	
Any unique environmental constraint	
Which systems platforms are in use today	
Future platforms	
What other applications are in use	
Does your application need to integrate with them	
Others	

2.2. User Profiles

2.2.1. <User Name>

ID	pbs-I-
Representative	[Who is the user's representative in the project? This often refers to the Participant which represents a group of users.]
Description	[A brief description of the user type.]
Type	[Qualify the user's expertise, technical background, and degree of sophistication—that is, guru, casual user, etc.]
Responsibilities	[List the user's key responsibilities with regards to the system being developed— that is, capturing details, producing reports, coordinating work, etc.]
Success Criteria	[How does the user define success? How is the user rewarded?]
Involvement	[How the user is involved in the project? Relate where possible to UMP roles.]
Deliverables	[Are there any deliverables the user produces and, if so, for whom?]
Comments / Issues	[Problems that interfere with success and any other relevant information go here. These would include factors that make the user's job easier or harder.]

2.3. External systems

[Describe the interaction with external systems: data, protocols, etc.]

2.3.1. System A

pbs-C-

3. Problem & Needs – Explained

[Provide an explanation at the highest level for each stated problem and need. Section communicates the designation of the product and the importance of the project to all participants]

3.1. <Problem or need title>

ID	pbs-F-
Description	
Current solution	
Proposed solutions	
Proposed solution's benefits	
Participants affected	
Impact	
Alternatives	
Priority	

4. Quality requirements

Quality characteristic	Criteria	Criteria ID	Level required
functionality	suitability	pbs-Q-	
	accuracy		
	interoperability		
	security		
reliability	maturity		
	fault tolerance		
	recoverability		
usability	understandability		
	ease of learning		
	operability		
	attractiveness		
efficiency	time behavior		

Quality characteristic	Criteria	Criteria ID	Level required
	resource utilization		
maintainability	analyzability		
	changeability		
	stability		
	testability		
portability	adaptability		
	ease of installation		
	co-existence		
	replaceability		

5. Constraints

5.1. Applicable Standards & Regulatory Policies

[List all standards with which the product must comply. These can include legal and regulatory aspects, communications standards, platform compliance standards, and quality and safety standards.]

pbs-C-

5.2. System Requirements

[Define any system requirements necessary to support the application. These can include the supported host operating systems and network platforms, configurations, memory, peripherals, and companion software.]

5.2.1. Hardware Limitations

pbs-C-

5.2.2. Software Limitations

pbs-C-

5.3. Assumptions and Dependencies

pbs-C-

5.4. Security

pbs-C-

5.5. Audit Functions

pbs-C-

5.6. Labeling and Packaging

[This section defines the needs and types of labeling to be incorporated into the code. Examples include copyright and patent notices, corporate logos, standardized icons and other graphic elements, etc.]

pbs-C-

5.7. Cost and Pricing

[This should include both direct costs (materials, acquired tools, resources, etc.) and indirect ones (in-house development resources, etc.)]

pbs-C-

5.8. Other

pbs-C-

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