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Stakeholder Requirements Template

What is Stakeholder Requirements Template?

A Stakeholder Requirements Template is a structured tool used by Enterprise Solution Architects and Architecture Project Managers to capture and organize the expectations, needs, and constraints of various stakeholders within an enterprise architecture framework, such as TOGAF (The Open Group Architecture Framework). This template facilitates effective communication among stakeholders by providing a clear and consistent format for documenting requirements, ensuring alignment with business objectives, and enabling the identification of dependencies and conflicts. By utilizing this template, architects can prioritize requirements, manage stakeholder engagement, and ensure that the resulting architecture aligns with both strategic goals and user needs, thus enhancing the overall value and success of the architecture project.

[template](#)

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AI Prompt: Stakeholder Requirements Template

Imagine you're an [enterprise architect] tasked with transforming a complex project into a success story that meets diverse stakeholder needs. Your goal is to craft a compelling [Stakeholder Requirements Template] that captures essential insights while fostering collaboration among stakeholders. Please provide a detailed breakdown of the elements that should be included in this template, such as [stakeholder identification], [requirements gathering methods], and [prioritization criteria]. To enhance the quality, draw from examples in industries like [healthcare] or [finance] where stakeholder alignment is crucial. Additionally, consider adjustments for different project sizes or types, like [agile vs. waterfall] methodologies, to ensure versatility. Your output should be a comprehensive yet concise document that serves as both a guide and a reference for developing stakeholder requirements in various contexts, and include tips for measuring stakeholder satisfaction post-implementation to check whether their needs are truly met.

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Stakeholder Requirements Template

Project Name

[Insert Project Name]

Version

[Insert Version Number]

Date

[Insert Date]

Stakeholder Information

[Insert Name] [Insert Role] [Insert Contact Info] [Insert Department]

Requirements Overview

SR-001	[Insert Requirement Description]	High	[Not Started/In Progress/Completed]	[Insert Owner Name]	[Insert any additional notes]
SR-002	[Insert Requirement Description]	Medium	[Not Started/In Progress/Completed]	[Insert Owner Name]	[Insert any additional notes]
SR-003	[Insert Requirement Description]	Low	[Not Started/In Progress/Completed]	[Insert Owner Name]	[Insert any additional notes]

Functional Requirements

FR-001	[Insert Functional Requirement Description]	High	[Not Started/In Progress/Completed]	[Insert Owner Name]	[Insert any additional notes]
FR-002	[Insert Functional Requirement Description]	Medium	[Not Started/In Progress/Completed]	[Insert Owner Name]	[Insert any additional notes]

Non-Functional Requirements

NFR-001	[Insert Non-Functional Requirement Description]	High	[Not Started/In Progress/Completed]	[Insert Owner Name]	[Insert any additional notes]
NFR-002	[Insert Non-Functional Requirement Description]	Medium	[Not Started/In Progress/Completed]	[Insert Owner Name]	[Insert any additional notes]

Assumptions and Constraints

- [List any assumptions related to the stakeholder requirements]
- [List any constraints that may affect the requirements]

Approval

[Insert Name] [Insert Signature] [Insert Date]

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