

Requirements brief

Use this worksheet to structure a project discussion. Record the evidence, owner and date alongside each decision.

01 / DECISION & DEADLINE

What needs to change, why now, and by what date? Name the decision owner and the person who approves it.

02 / WORKLOAD & DEPENDENCIES

List critical applications, users, compute, storage, identity and network dependencies. Record current support dates.

03 / MUST-HAVE REQUIREMENTS

Define capacity, performance, data location and recovery objectives. Separate measured baselines from estimates.

04 / CONSTRAINTS & ASSUMPTIONS

Record budget range, maintenance windows, skills and support constraints. Assign an owner to each assumption that needs checking.

05 / ACCEPTANCE & NEXT STEP

State what evidence permits the decision. Name the next action, its owner and due date.