

Format for User Requirement Specification (URS)

1. Introduction

- 1.1 Purpose of URS
- 1.2 Introduction & Business functions of department/HOD
/Board/Corporation/local body
- 1.3 Organization Chart
- 1.4 Abbreviations used

2. Existing IT Infrastructure

- 2.1 Hardware – Servers, PCs, Printers etc.
- 2.2 System Software
- 2.3 Application/Modules/Websites
 - 2.3.1 Technology/Tools used
 - 2.3.2 Database Used
 - 2.3.3 User's opinion about the existing Software
 - 2.3.4 Vendor's suggestions

3. Fact Findings

For each visited Branch/Office:

- 3.1 Name of the Branch/Office
- 3.2 Person (s) Contacted – Name, Designation and Contact
Phone Number
- 3.3 Functions/Activities of the Branch/Office
- 3.4 Requirements stated by the user
- 3.5 Alert & Escalation mechanism required by the users
- 3.6 Prioritized list of functions/applications that would
have major/immediate critical impact on improving and
enlarging the Government to citizen (G2C) and
Government to Business (G2B) services, these would
include the application/user interfaces required to
extend the services through the website.
- 3.7 Functions/activities, which provide information/
service/, interface to other
Department/HOD/Board/Corporation/Local body, these
would include the application/user interfaces required
to extend the services through the website.

- 3.8 Common modules applicable
- 3.9 Details of function out of scope for the purpose of computerization.

4. Proposed Solution

- 4.1 Scope & problem statement
- 4.2 External interface
- 4.3 Performance issues
- 4.4 Design constraints
- 4.5 Prioritization
- 4.6 Benefits of solution
- 4.7 Out of scope-In summary form
- 4.8 Vendors suggestion's

5. Derived Modules

For each Modules

- 5.1 Name of the Module
- 5.2 Functionality of the Module
- 5.3 Name of Branch/Office who is going to use it

6. Conclusion