

How to use the requirement specification template

Thank you for purchasing the template! This document describes the usage of the requirements template for MS Word.

The requirements template can be used to document customer requirements in a clear and structured way. Requirements can be numbered through Word's automatic numbering feature, similar to how it is used for outline numbering of headlines.

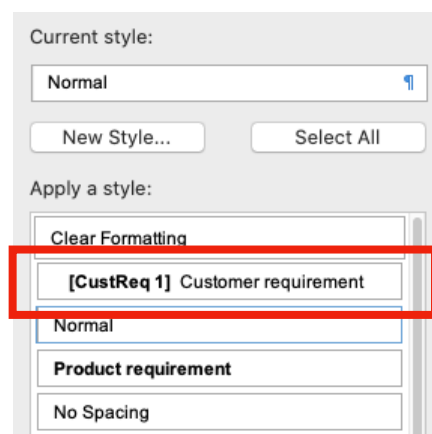
You can also document any product requirements. Product requirements are the technical view of customer requirements. A product requirement describes in detail how a specific customer requirement is supposed to be implemented.

1. Adding a customer requirement

To add a new requirement, first enter a description. For example:

Application must allow integration of UPS delivery tracking data

Make sure the cursor is placed on the text you just entered. Then choose the style **"Customer requirement"** from the style menu.



This will turn the paragraph into a numbered requirement:

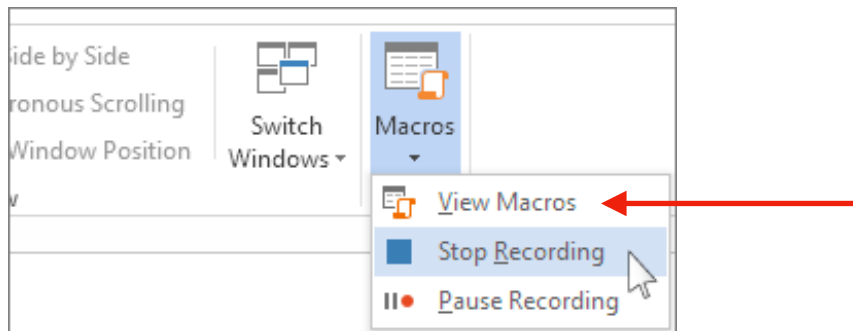
[CustReq 1] Application must allow integration of UPS delivery tracking data.

The customer requirement now appears with code **[CustReq n]** where *n* is a running number automatically assigned by Word. Counting starts at 1, and the number will automatically update if you add a requirement before this one.

2. Adding a corresponding product requirement

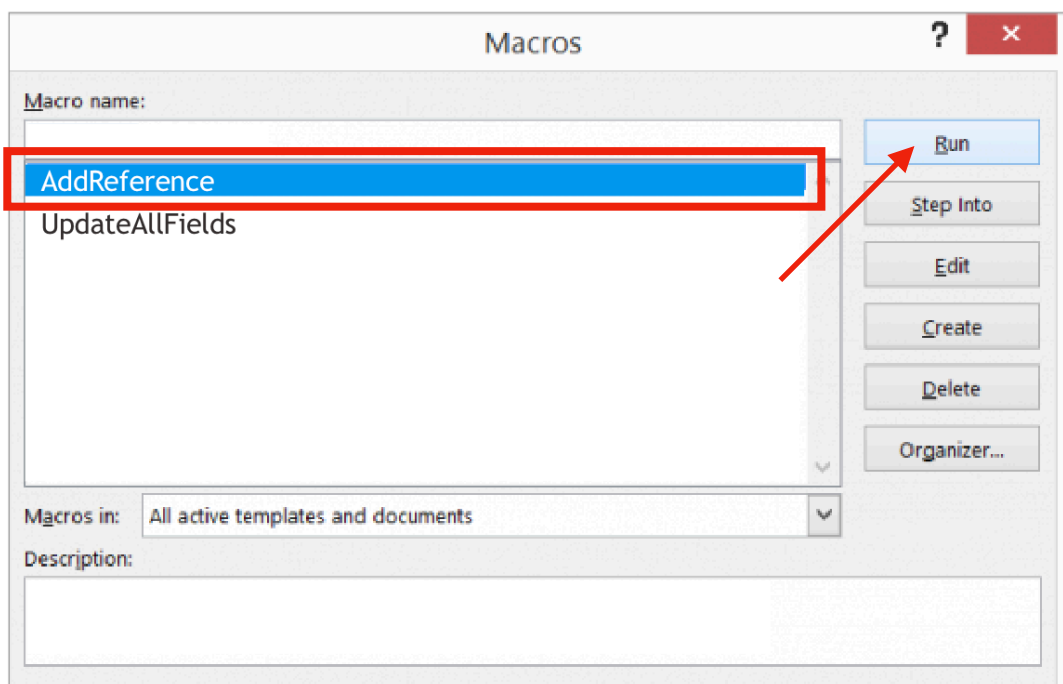
To add a product requirement for a specific customer requirement, run the macro *AddReference*. This macro is included in the requirements template.

You call the macro by choosing **View > Macros > View Macros** from the menu:

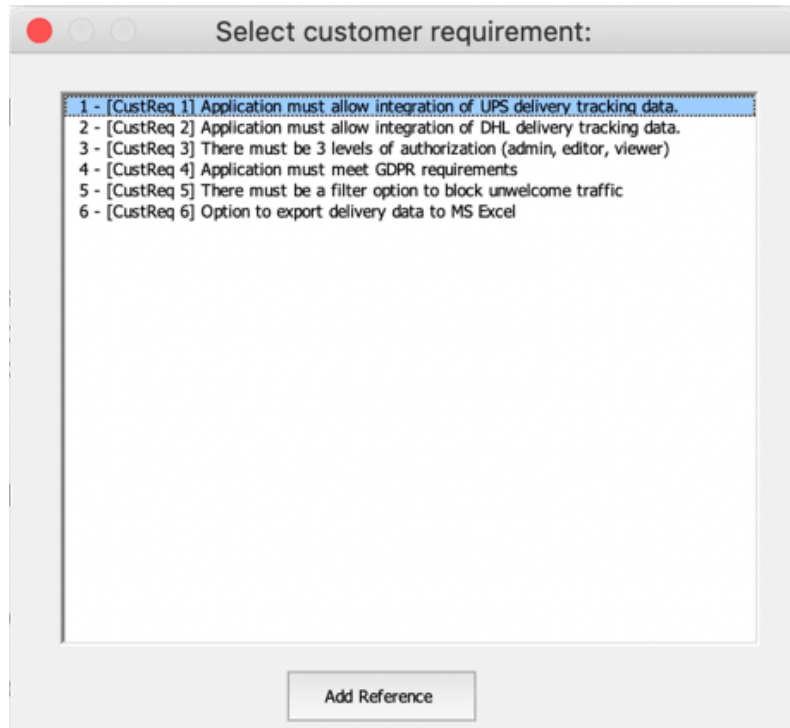


If you're using Word for Mac, go to **Tools > Macro > Macros ...**

Select macro *AddReference* and choose *Run*:



You will be asked for the customer requirement that the new product requirement is supposed to refer to. In this example, I will add the technical specification for requirement number 1.



Select the customer requirement for which you want to add a product requirement and press *Add Reference*.

The product requirement short code appears, in this case **[ProdReq 1]**. Add the description you want to add.

2.3 Product requirements

[ProdReq 1] Import XML tracking data via UPS web API

Create separate connector file UPS-tracking.php. Create account on UPS.com. Get API access key, user ID and password. Create new tracking class UPSTracking following the example on [Github](#).

Tip: If you click on the product requirement, it will take you to the corresponding customer requirement. Both, product requirement and customer requirement are linked!

3. Updating requirements numbering

If you add or remove customer requirements, you should update the fields from time to time. This can be done one by one, by hovering over a customer or product requirement, clicking the right mouse button and pressing *Update Fields*. A faster solution is to run the second macro *UpdateAllFields* (see screenshot above). This will update all references in the requirement specification template.