

# Software Product Requirements Document (PRD) Template

Complete this template to define the requirements, scope, and objectives for your software product. This document is formatted for printing and physical archiving.

## 1. Document Control

Product Name:

Version:

Author / Product Manager:

Date Created:

Status:

## 2. Executive Summary & Goals

Provide a high-level overview of what this software is, the problem it solves, and the business goals.

### Product Vision & Objective

### Problem Statement

### Success Metrics (KPIs)

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## 3. Target Audience & Personas

Define the key user groups who will interact with this product.

Persona Name	User Needs / Goals	Pain Points
<input type="text" value="e.g., Admin User"/>	<input type="text" value="wants to manage team performance"/>	<input type="text" value="currently requires manual data entry"/>
<input type="text" value="e.g., End Customer"/>	<input type="text" value="wants quick checkout"/>	<input type="text" value="too many steps in current process"/>

## 4. Functional Requirements

Detail the core features and user stories required for this release.

ID	Feature Name / User Story	Priority (High/Med/Low)	Acceptance Criteria
<input type="text" value="FR-01"/>	<input type="text" value="As a user, I want to reset my password"/>	<input type="text" value="High"/>	<input type="text" value="Reset link expires in 24 hours"/>
<input type="text" value="FR-02"/>	<input type="text" value="As an admin, I want to export user data"/>	<input type="text" value="Medium"/>	<input type="text" value="CSV exports within 5 seconds"/>
<input type="text" value="FR-03"/>	<input type="text" value="As a user, I want to change my profile picture"/>	<input type="text" value="Low"/>	<input type="text" value="Supports JPG and PNG uploads"/>

## 5. Non-Functional Requirements

Specify the quality attributes, constraints, and system properties.

### Security Requirements

## Performance & Scalability

e.g., Page load times must

## Usability & Accessibility

e.g., Must comply with W

## 6. Out of Scope

Identify features and items that will not be included in this specific phase or release.

- e.g., Native iOS and Andri
- e.g., Integration with third-

## 7. Key Milestones & Release Plan

Outline the estimated timeline for major phases of the project.

Milestone / Phase	Target Delivery Date	Key Deliverable
UX/UI Design Approved	YYYY-MM-DD	Figma prototypes and wire
Alpha Release (Internal)	YYYY-MM-DD	Working core features on
Beta Release (External)	YYYY-MM-DD	Public feedback phase
General Availability (GA)	YYYY-MM-DD	Production launch

## 8. Sign-Off Sheet

Signing below indicates agreement and commitment to the requirements outlined in this document.

Role	Name / Title	Signature	Date
Product Lead	Name	Signature Line	Date
Engineering Lead	Name	Signature Line	Date
Design Lead	Name	Signature Line	Date