

Stakeholder Requirements Outline

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Stakeholder Requirements for [Project Name]

1. Introduction

Brief overview of the project and purpose of the requirements outline.

2. Stakeholder Identification

- [Stakeholder 1]
- [Stakeholder 2]
- [Stakeholder 3]

3. Requirements Summary

3.1 Functional Requirements

- [Functional Requirement 1]
- [Functional Requirement 2]

3.2 Non-Functional Requirements

- [Non-Functional Requirement 1]
- [Non-Functional Requirement 2]

4. Prioritization of Requirements

Highlight the priority level of each requirement.

5. Conclusion

Final thoughts and next steps regarding stakeholder requirements.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]