

## **Memo**

Date: April 4, 2016  
To: Traci Gardner  
From: Student'sName  
Subject: Proposal for Project 4: Software Requirements Specification

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### ***Purpose***

The purpose of this proposal is to present the genre that I would like to write about for Project 4.

### ***Summary***

When software engineers decide that they want to create a program, they have to first create a Software Requirements Specification document. This when the client, project manager, and engineers come together and define the functionality of the program.

After the document is created, the project manager and engineers will begin the implementation phase of the program. During this time, many features will be added and many bugs will be squashed. Depending on the scale of the program, the requirements document will likely have to be consulted multiple times in order to verify that the program is adhering to all customer requirements.

If this proposal is approved, I will begin work on Project 4. A progress report will be submitted by April 18 and the final draft will be submitted by May 9.

### ***Introduction***

I am currently a student at Virginia Tech studying Computer Science. Through past experience as a co-op and intern in various companies, I have learned that the Software Requirements Specification document is one of the most important documents when creating enterprise software.

The Software Requirements Specification document should include sections such as indented uses, functional requirements, and non-functional requirements. Design decisions and constraints can also be included in the document.

I will research of the many stages of the software development cycle and how a requirements document affects these stages. Then, I will write my findings in the final document.

### ***Areas to be studied***

There are many different phases of the software engineering cycle: Planning, Analysis, Design, Implementation, and Maintenance. Every phase in this cycle either affects or is affected by the Software Requirements Specification. I will explore these

phases and research how a good Software Requirements Specification document can help the speed and efficiency of each phase.

Many companies these days are largely focused on customer satisfaction. I would like to answer how a team of technical individuals writes a requirements document to a potentially non-technical client.

I intend to take what I learn in this project and apply that knowledge in my career. For example, if I am having a problem implementing a specific feature in a program, I know that I can reference the Software Requirements Specification to help understand the intended functionality.

### ***Methods of Research***

I plan on researching the stages of the software development cycle and how it differs from a small company to a large company. I also will look up online PDFs of software engineering books to get a better grasp of the areas of software engineering related to this document. Finally, I will read examples of Software Requirement Specification documents to help me get a better idea of what other professionals recommend.

### ***Timetable***

Activity	Start Date	End Date
<i>Research</i>	April 4	April 11
<i>Prepare Outline</i>	April 12	April 15
<i>Progress Report</i>	April 16	April 18
<i>Continue Proposal</i>	April 19	April 25
<i>Peer Review</i>	April 26	April 28
<i>Make Changes to Project</i>	April 28	May 8
<i>Submit Project</i>	May 9	May 9

### ***Qualifications***

I am a senior at Virginia Tech studying Computer Science. During my time as a student, I have worked as an intern and co-op at CompanyABCDEFGH and as an intern at Corporation123456, Inc. At CompanyABCDEFGH, I actively participated in all stages of the software development life cycle and constantly referenced various forms of software requirement documentation. Working at Corporation123456, Inc. was much different since it was a very small startup company. I did not have access to the requirements document for the project. However, I believe if I had access to the document that contained the specific project requirements, it would have been easier to do my job. Reflecting back on my experience, I have a good sense of the requirements an engineer needs to keep in mind when designing and developing software.

***Request for Approval***

I would like to request approval to write a genre analysis on a Software Requirement Specification document. My biggest concern is that this type of document is very long and includes many aspects of the software development lifecycle. My hope is that I am able to use an outline to organize my thoughts then translate that to a complete, easy to understand, genre analysis. If you have any advice on how I can best continue the writing process, please contact me at someone@vt.edu.