Project Management - Functional Spec

What is a Functional Specification?

• Functional specifications (functional specs) is your blueprint

• How your web project or application to look and work.

What is a Functional Specification?

• Functional specs detail:

    • what the finished product will do

    • how a user will interact with it

    • what it will look like.

What is a Functional Specification?

- By creating a blueprint of the product first

  - save time

  - save productivity

  - establish the user-experience

  - manage client expectations

  - client knows exactly what to expect from the project

Why write a Functional Specification?

• Key benefit of a Functional Spec is in streamlining the development process.

• A developer working from the spec ideally has all of their questions answered about the application and can start building it.

• Since the functional spec is approved by the client, they are building nothing less than what the client is expecting.

• There should be nothing left to guessing or interpretation when the functional spec is completed

Who writes a Functional Spec?

- Someone who is detail oriented

- Someone who understands the user

- Someone who familiar with the technology

- Someone who can balance business aspects of the project

Step One: Define the Application

- **What is the application supposed to be?**

- **What is the application supposed to do?**

- **Who is going to be using this application?**

- **What are the metrics?**

- **Is there a precedent for this application?**

"*Application*" is currently an industry word used to describe any number of possibilities: a website, a web based tool, a web promotion, etc.

Step Two: Building Models

- User's Conceptual Model

- Designer's Model

- Programmer's Model

Step Three: Define the information

- Define the navigational elements

- Diagram the organization of the information

- Create a prototype

Step Four: Wireframes & Mockups

- Create wireframes for your key pages

- Design for:

    - functional requirements

    - business requirements

    - user requirements

Step Five: Write the Document

- Cover everything

- Include lots of screen shots & or mockups

- Write concisely, correctly, and consistently