Functional Specification Template (with Examples)

# 1. Overview / Purpose

• Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Objective:  
 Describe what this project aims to achieve — for example, automating order syncing between WMS and TMS systems to eliminate manual entry and improve tracking.

• Stakeholders:  
 List names and roles — e.g., PM, BA, Tech Lead.

# 2. Functional Requirements

List each requirement using bullets. Include a description and rationale.

• Example Requirement:

* • Description: Automatically sync orders between OpenBoxes and ShipStation.
* • Rationale: Streamline order fulfillment and reduce errors.

# 3. User Stories or Scenarios

Use the format: As a [role], I want [feature] so that [benefit].

• Example:

* As a warehouse manager, I want to see tracking numbers in OpenBoxes so that I can keep inventory records updated.

# 4. Business Rules

Outline specific business rules that govern how the system should behave.

• Example:  
 Only orders from the Tampa warehouse should be synced.  
 Backordered items are excluded from syncing.

# 5. Field Definitions

|  |  |  |  |
| --- | --- | --- | --- |
| Field | Source System | Required | Notes |
| Order ID | OpenBoxes | Yes | Unique identifier |
| Shipping Method | OpenBoxes | Yes | E.g. UPS, FedEx |
| Tracking Number | ShipStation | Yes | Returned to WMS |

# 6. External System Interactions (API, triggers)

Describe how the integration will interact with other systems via APIs or webhooks.

• Example:

OpenBoxes API sends order data every 15 minutes.  
 ShipStation API responds with tracking details.  
 Webhook is used to push updates back into OpenBoxes.

# 7. Screenshots or Wireframes (if UI is involved)

Include screenshots, mockups, or sketches if available.

• Example:

Login screen, dashboard with recent orders and sync logs.

# 8. Assumptions

• API credentials and access are configured for both systems.

• SKUs are consistent across both platforms.

# 9. Edge Cases and Error Handling

List potential failure points and how they will be handled.

• Example:  
 If an order is missing a shipping address, it should be skipped and logged.  
 If the API call fails, retry once and log the error for IT notification.