

## UNFUNDED REQUIREMENTS SPECIFICATION

INTRODUCTION	<p><b>Set the stage</b> – Describe information about important properties of the problem and potential solutions. For example, identify who is the customer, what is the reason for solving this problem, what environment this product will likely encounter, how you will know when the problem is solved and how this solution will keep the problem from recurring.</p> <p><i>Start typing here.</i></p>
REQUIREMENTS	<p><b>Define the necessities</b>– Describe what the product, service, or situation is going to accomplish, the desired characteristics (traits, features, qualities, aspects, elements, etc.) that you or your customers require, as well as any limitations, restrictions or desirable conditions associated with each characteristic. What are you insisting on that will largely determine the success or failure of your effort to obtain this product, service, or situation?</p> <p><i>Start typing here.</i></p>
COST	<p><b>Describe the cost</b> – Do market research and identify the cost of your UFR. Be as accurate as possible.</p> <p><i>Start typing here.</i></p>
PRIORITY	<p><b>Identify the importance of the Unfunded Requirement</b> – <i>Circle or note with an “X” the appropriate priority level.</i></p> <ul style="list-style-type: none"> <li>• <b>Priority 1 - MUST PAY</b> – A must pay requirement is one that you have an obligation to pay – it includes labor and on-going contracts/services.</li> <li>• <b>Priority 2 - MISSION CRITICAL</b> – A mission critical requirement must be funded in order to maintain approved Common Output Levels Standards.</li> <li>• <b>Priority 3 - ONE-TIME EFFICIENCY</b> – A one-time efficiency requirement is a purchase made today that will save money in the out years.</li> <li>• <b>Priority 4 - BUY AHEAD</b> – A buy-ahead requirement is something purchased in advance of the time it is needed because there is benefit to purchasing now rather than later.</li> </ul>
LAST OBLIGATION DATE	<p><b>Identify the date</b> – The latest obligation date is the date by which a UFR needs to be funded.</p> <p><i>Start typing here.</i></p>
IMPACT STATEMENT	<p><b>Describe the effect</b> -An impact statement describes what will go away as a result of NOT funding this requirement.</p> <p><i>Start typing here.</i></p>
JUSTIFICATION STATEMENT	<p><b>Explain your need.</b> A justification statement will describe why the requirement is needed using policy, mission, or Common Output Level Standards (COLS) to explain your need.</p> <p><i>Start typing here.</i></p>
MITIGATION PLAN	<p><b>Describe how to alleviate the problem in the short term.</b> While you are waiting for money to arrive, identify ways to shore up your Program to keep it running smoothly. Write up a short-term plan to alleviate the impact of your unfunded requirement (UFR).</p> <p><i>Start typing here.</i></p>