

Functional Performance Specification

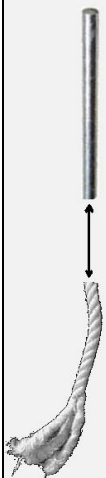
What is Functional Performance Specification?

A document that identifies:

- Your needs
- User-related functions (what must it do?)
- Any constraints to the functions
- Assessment criteria (performance levels)
- Allowable Flexibility of each function

Each FPS has four components:

- 1. Function:** express the need to be fulfilled.
- 2. Criteria:** define all criteria that will be used to evaluate and/or measure if the function is accomplished. (There can be many for each function)
- 3. Level:** define for each function/criteria what levels are acceptable to satisfy the need. This can come from an existing performance level, or from an objective to be reached.
- 4. Flexibility:** "the negotiability" of the function-criteria-level expressed using a scale



F0 is an absolute must, not negotiable, all effort must be made to meet this level, whatever the cost

F1 must reach this level if at all possible, no discussion unless there is a very good reason

F2 negotiable, hope this level is reached, ready to discuss

F3 very flexible, this level is proposed but open to any suggestion (Nice to have)

Learn more about FPS by visiting:

Value Analysis Canada:
www.valueanalysis.ca



A user's need or desire (either expressed or implicit)

Action performed by a product or a process to fulfill the user's need. Expressed as a 2 word verb-noun definition

Solution provided to the user to satisfy the need

Why Use FPS?

- Defines user needs and expected performance without reference to a specific solution.
- Provides a common understanding of project needs between owner and supplier
- Allows for a broader range of innovative solutions that meet the customer requirements.
- Identify and prioritize client requirements and avoid scope creep.

Where can FPS be used?

- Projects with unclear user requirements.
- Understanding a business processes
- Organizational restructuring
- Design Build Requirements
- Functional specifications for projects, product and services.
- Building design requirements.
- Information Technology Projects.
- Job Descriptions.

Function	Criteria	Level/Target	Flexibility
Host Event	Target Date	2 Weeks	F2
Accommodate Guests	Accessibility	Wheelchair	F0
Seat Guests	# of Guests	12	F1
Locate Event	Scenic Location	Waterfront	F3