

Requirements Document Wizard (RDW)

Requirements Center, DSMC, DAU

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DAU



- Purpose
- Available Document Templates
- Capabilities: Macro and Micro
- Enforcing Manual/Instruction Requirements
- Gaining Access to the Software
- Website and Feedback

Purpose



- The RDW is a new and novel software package created by the Defense Acquisition University (DAU) that helps Requirements Managers construct quality requirements documents in line with the governing regulations—the JFRP Manual, as well as Acquisition Instructions and Service Regulations.
- There are more than 4,000 potential users worldwide—spread across the Services, DoD Agencies, the Joint Staff, Combatant Commands, and beyond.
- The current process usually entails an RM opening MS Word, perhaps referencing a template or example document provided by their unit, perhaps referencing one or more job support tool provided by DAU, and collaborating on that document with other RMs via some method of file sharing. Moreover, sometimes these resources may be within different domains (NIPR, SIPR, JWICS).

The RDW is a complete package of software that fuses ALL of these resources together—within any domain.

Available Document Templates



- The current version of the RDW software (Version 2.0), contains 16 templates:
 - One for each of the five proscribed documents in the JFRP Manual, including:
 - Capstone Requirements Document (CRD)
 - Joint DOTmLPF-P Request (JDCR)
 - Combatant Command Derived Requirement (CDR)
 - Joint Urgent Operational Need / Joint Emergent Operational Need (JUON/JEON)
 - Assessment of Operational Utility (AOU)
 - Two Software Acquisition Pathway (DoDI 5000.87) related documents:
 - Capability Needs Statement (CNS) and User Agreement (UA)
 - One Service-specific requirements document:
 - USSF's Solution Pathway Review (SPR)
 - Eight JCIDS (2021) legacy document templates:
 - ICD, SW-ICD, IS-ICD, CDD, IS-CDD, JUON/JEON, DCR, and CDD-Annex/Increment
- The RDW team intends to create and make available additional Service-specific document templates (and other documents) in the future—IF the relevant functional experts are willing to provide the expertise

**The RDW intends to provide document templates for
ALL of your requirements document-writing needs!**

► Capabilities: Macro and Micro



- Macro-level:

- JFRP Manual, DAU glossary, and other references built-in
- Section-by-section JFRP Manual extracts and SME-curated content
- Mandatory and optional sections and/or sub-sections
- Stand-alone instance, but can tie into shared drive (collaboration)
- **Red/green** visual enforcement of mandatory requirements
- Required tables pre-constructed

- Micro-level:

- Rich-text fields (red or black text, italicize, bold, bullets, etc.)
- Cut/paste—and change font (if required)
- Spell-check
- Add picture (.jpg/jpeg) or table
- Document preview (MS Word)
- Finds and surfaces all acronyms
- Separate “Notes” section to leave yourself or others notes

The RDW walks document writers through the process via a powerfully enhanced, intuitive interface

► Enforcing Manual/Instruction Requirements

(1 of 2)



- The RDW sequentially queues up the sections and sub-sections, down to the individual elements, as required by the governing Manuals, Instructions, and Regulations (e.g. JFRP Manual, DoDI 5000.87, etc.)
- Most sections and sub-sections are presented as MANDATORY, while others are presented as OPTIONAL—to allow the writer flexibility in where and how they address various Manual requirements
- If/when MANDATORY requirements are not addressed, the software highlights omissions with **RED markers**:



Section 3



Choose the Classification Type

- When MANDATORY requirements are addressed (or when OPTIONAL requirements are skipped), the software presents **GREEN markers**:



Section 2



Enforcing Manual/Instruction Requirements

(2 of 2)



- By default, the software:
 - Pre-populates document section headers (User will have the ability to modify)
 - Ensures use of consistent font and size (of all typed entries)
 - Pre-set margins and page order
 - Automates the population of the table of contents (in conjunction with MS Word)
- The software WILL NOT identify or correct CONTENT errors:
 - Poorly written entries (or randomly typed words)
 - Incorrect entries (picture where table should be, text where table should be, etc.)
 - Flow of scientific notation (many prompts/cues, but will not enforce/change)
 - Executive summaries that exceed one page (will not alert or truncate)

The RDW does all it can to assist the document writer in following the relevant Manual or Instruction—but user quality control is absolutely necessary

Gaining Access to the Software



- Working with your IT Help Desk:
 - It is VERY LIKELY that because this software is made available via a downloadable .zip file that you'll need to work with your supporting IT Help desk to gain access
 - It is also possible that someone within your domain has already done so—such that it is available via some sort of “Software Center” or “Software Library”—just ask them!
 - Your IT Help Desk can even make this available on higher classification networks
- RDW Support:
 - In support of this access process, the RDW team has created a document called “RDW Access Guide”
 - The Access Guide is posted on the website and is intended to help you communicate to your IT Help Desk what the RDW is and other technical details, in support of their unique testing, configuration control, and change management processes

Gaining access to the software will entail communicating with your IT Help Desk—and the RDW Team is ready to assist you

Website and Feedback



- Website:
 - “All-things-RDW” will be published to the RDW Website:
<https://content1.dau.edu/rdw>
 - The website contains several RDW-relevant artifacts, including:
 - Link to the most current version (downloadable .zip file)
 - User Guide
 - RDW Access Guide
 - Desk Reference and FAQs
 - A copy of the ATO memo
- Feedback:
 - DAU and the RDW development team are **ALWAYS** open to feedback and assistance in making this software as capable, useful, and accurate as possible
 - Please use this e-mail to communicate with the RDW team: JCIDS-RDW@dau.edu

Writing documents is a ‘team sport’—and so is making this software application the best it can be for the Requirements Management community

► *Backups: Screenshots*

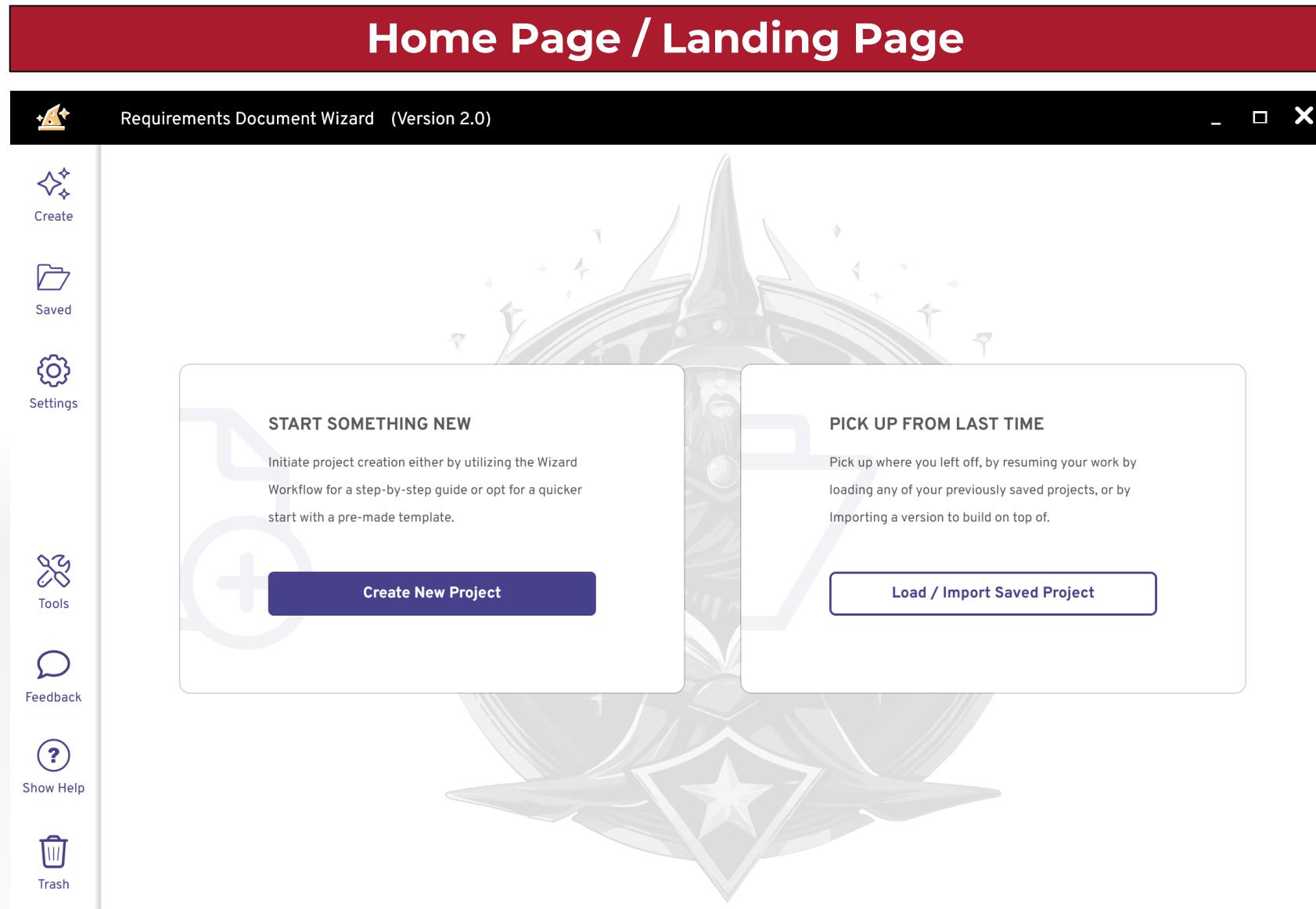


Backups: Screenshots



Home Page / Landing Page

Requirements Document Wizard (Version 2.0)



The screenshot shows the Requirements Document Wizard (Version 2.0) home page. The interface has a dark header with the title and a sidebar on the left with purple icons and labels: Create, Saved, Settings, Tools, Feedback, Show Help, and Trash. The main area features a large, ornate background illustration of a wizard. Two prominent buttons are displayed: 'Create New Project' (blue with white text) and 'Load / Import Saved Project' (white with blue text). To the left of these buttons are two sections: 'START SOMETHING NEW' (describing the wizard workflow) and 'PICK UP FROM LAST TIME' (describing resuming work from saved projects). A large, faint watermark of the RDW logo is visible across the background.

START SOMETHING NEW

Initiate project creation either by utilizing the Wizard Workflow for a step-by-step guide or opt for a quicker start with a pre-made template.

Create New Project

PICK UP FROM LAST TIME

Pick up where you left off, by resuming your work by loading any of your previously saved projects, or by Importing a version to build on top of.

Load / Import Saved Project

Backups: Screenshots



Choosing the type of document template you need

Requirements Document Wizard (Version 2.0)

CREATE NEW PROJECT

Don't see the template you're looking for?
[Activate Templates →](#)

JFRP

- AOU-JFRP-2026**
Assessment of Operational Utility - JFRP-2026
Create New Project
- CDR-JFRP-2026**
CCMD Derived Requirements (CDR-JFRP-2026)
Create New Project
- CRD-JFRP-2026**
Capstone Requirements Document (CRD-JFRP-2026)
Create New Project

JDCR-JFRP-2026
Joint DOTmLPF-P Change Recommendations (JDCR-JFRP-2026)
Create New Project

JUON-JEON-JFRP-2026
Joint Urgent Operational Need / Joint Emergent Operational Need (JUON-JEON-JFRP-2026)
Create New Project

CREATE NEW PROJECT **EDIT PROJECT** **IMPORT PROJECT** **SEARCH**

CREATE **SAVED** **SETTINGS** **TOOLS** **FEEDBACK** **SHOW HELP** **TRASH**

Backups: Screenshots



The 'Introduction' section of a document template

Requirements Document Wizard (Version 2.0)

Introduction > Cover Page > Executive Summary > Summary of Changes > Section 1 > CRD demo CRD-JFRP-2026

Introduction

Getting Started

Welcome to the Requirements Document Wizard (RDW)!

You are working on a **Capstone Requirements Document (CRD)** relevant to the **2026** version of the Joint Forces Requirements Process (JFRP) Manual.

- As the Manual states, "Capstone Requirements (CRDs) may be submitted by any DoW Component. However, requirements sponsors that wish to develop a Capstone Requirements Document **much first** provide justification to the Joint Force Capabilities Board via General Officer/Flag Officer/Senior Executive Service (GO/FO/SES) memorandum."
- Moreover, the Manual states, "(the) Capstone Requirement Document sponsor **co-develops** Capstone Document with all key stakeholders and SMEs across the Services and Components. The stakeholder community includes concept writers, capability developers, acquisition SMEs, and requirements SMEs."
- There is no page limit constraint on this document, other than the 1-page constraint on the Executive Summary section.

General guidance on using the RDW includes:

- The sections and sub-sections in the RDW are laid out sequentially according to the elements that the JFRC Manual requires within your document.
- Most are **MANDATORY** and will show an error in **RED FONT** if you do not address them.

Prev. Section | Jump To Section | Next Section

Backups: Screenshots



Accessing Manual extracts and SME-curated help/hints

Requirements Document Wizard (Version 2.0)

CRD demo
CRD-JFRP-2026

Section 1 - Operational Context

Section 1 - Operational Context

This template offers you two general, yet distinct ways to approach most of the sections of this document.

1. In the first option, you may choose to use some or all of the sub-sections below (that are labeled "OPTIONAL") to address each of the document's requirements explicitly in turn. If you choose this option, you may treat the first sub-section (1.0.) as an introductory paragraph or introduction (several paragraphs) for this entire section. In many cases, however, there will still be specific requirements for this specific sub-section. See the "J" icon to the left of each Section and sub-section for both relevant JFRP Manual extracts, as well as SME-curated content beyond the Manual's instructions.

2. In the second option, you may address ALL OF the Manual's requirements for this section in the first block (1.0.), using a writing style, organization, and logical flow of your choice. Please ensure that you address each of the Manual's requirements—available to reference using the "J" icon to the left of each Section and sub-section headers. Leaving sub-sections labeled "OPTIONAL" will not cause any errors.

You can use the "Show Preview" button on the top right to see how your work renders in the MS Word output.

Operational Context

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

Prev. Section Jump To Section Next Section

Manual Extraction SME-Curated Help

Operational Context

General guidance for the Operational Context includes:

- This section provides an operational context for the capability requirements identified later in the document and explains how the capability requirements contribute to the missions and activities of the joint force.
- This document that you are writing is generally intended to supplant the Initial Capabilities Document (ICD) from the JCIDS process and has many similar requirements.
- As an ICD did, this document should focus on identifying and defining the problem (capability gap) and NOT bias toward any solution (material or otherwise).
- In support of (and as a complement to) what the JFRP Manual states as requirements for this section, consider also addressing the following:
 1. Joint and/or Service/Component Task identified as containing a capability gap

Backups: Screenshots



Creating your content

Requirements Document Wizard (Version 2.0)

Section 5 - Final Recommendations

Final Recommendations

Choose the Classification Type

Choose the classification which represents the highest classification of any of the sub-sections below.

5.0. Final Recommendations Header

5.0. Final Recommendations

Administratively, the scientific notation for this header should begin with 5.0., as in, "5.0. Final Recommendations." In the sub-sections below, as you write your document, keep track of your sub-sections and monitor your use of scientific notation—the software WILL NOT automatically assign scientific notation to your sub-sections.

Final Recommendations

Text editor toolbar: B I U S H E L T C

Prev. Section | Jump To Section | Next Section

The screenshot shows the Requirements Document Wizard (RDW) interface. The title bar indicates 'Creating your content' and 'Requirements Document Wizard (Version 2.0)'. The main navigation bar shows the current section as 'Section 5 - Final Recommendations'. The left sidebar includes icons for 'Create', 'Saved', 'Settings', 'Tools', 'Feedback', 'Show Help', and 'Trash'. The main content area displays a 'Final Recommendations' section with a sub-section titled '5.0. Final Recommendations'. A callout box provides instructions for choosing the classification type. The bottom of the screen shows a toolbar with various text editing icons (B, I, U, S, H, E, L, T, C) and navigation buttons for 'Prev. Section', 'Jump To Section', and 'Next Section'.

Backups: Screenshots



Accessing the 'HELP' capabilities

Requirements Document Wizard (Version 2.0)

CRD demo CRD-JFRP-2026

Introduction Cover Page Executive Su

Help Center Home

Search for Resources, Help and more

Additional Resources

View Documents

Frequently Asked Questions

How do I know if I have the latest versions of the templates and associated help pages?

Where can I find a copy of the JCIDS Manual? Where can I find the DAU Glossary, the DoD Dictionary of Military and Associated Terms, and other documents?

Where can I find templates for the various tables required in my document?

When I click on "Open Project in MS Word," where is my document generated and/or where is it saved?

Still Stuck?

Feedback

Introduction

Getting Started

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- There is no page limit constraint on this document, other than the 1-page constraint on the Executive Summary section.

General guidance on using the RDW includes:

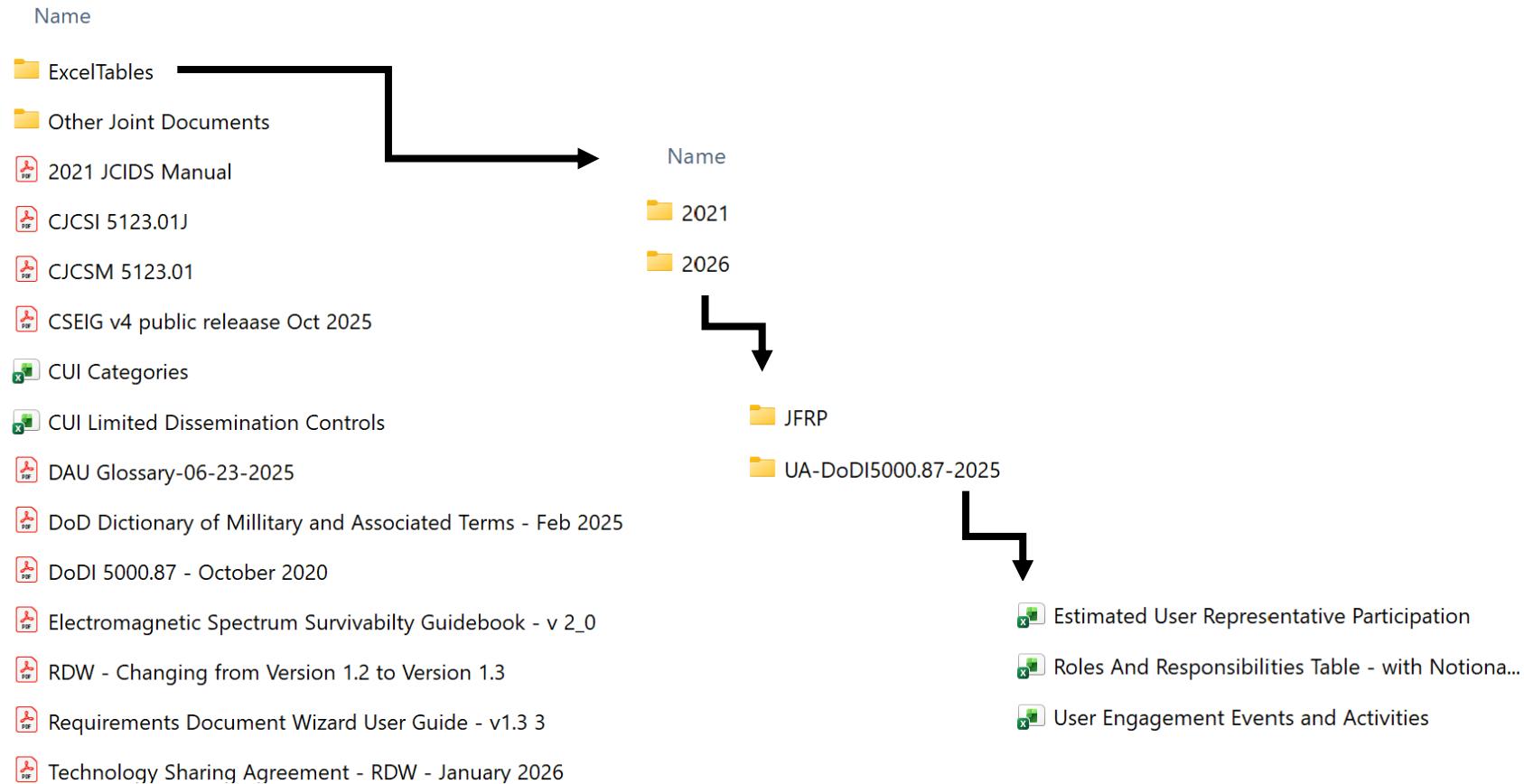
Prev. Section Jump To Section Next Section

Create Saved Settings Tools Feedback Hide Help Trash

Backups: Screenshots



Accessing pre-constructed table formats



Backups: Screenshots



Previewing your document's progress

Requirements Document Wizard (Version 2.0)

Introduction > Cover Page > Executive Summary > Summary of Changes > Section > CNS Demo CNS-DoDI5000.87-2026

Introduction

Getting Started

Welcome to the Requirements Document Wizard (RDW)!

You are working on a **Capability Needs Statement (CNS)** relevant to the October 2020 version of DoDI 5000.87 (OPERATION OF THE SOFTWARE ACQUISITION PATHWAY).

- Per the Instruction, a CNS is, "a high-level capture of mission deficiencies, or enhancements to existing operational capabilities, features, interoperability needs, legacy interfaces and other attributes that provides enough information to define various software solutions as they relate to the overall threat environment."
- All Capability Requirements detailed in this document should be prioritized to effectively guide the software development.
- A CNS is just one of the artifacts that the Decision Authority will need to decide whether a program is ready to enter into the execution phase. Other relevant documents

UNCLASSIFIED

Capability Needs Statement (CNS)

For Army Vantage

Date Submitted: 9/11/2024

Related Programs: DRCED

Points of Contact:

Primary: COL George Jones, T2COM, george.s.jones@army.mil, george.s.jones@army.mil, 555-555-5555

Secondary: LTC Alex Keir, T2COM, alex.j.keir@army.mil, alex.j.keir@army.mil, 555-555-5555

UNCLASSIFIED

Prev. Section Jump To Section Next Section Update Preview Open Project in MS Word Save

Backups: Screenshots



Surface acronyms used in your document

Requirements Document Wizard (Version 2.0)

Introduction > Cover Page > Validation Page > Waivers (If applicable) > Executive Sum > AHOF - CDD (CDD-2021) > Show Preview

Acronyms

Acronym List

- 00FFFFFF
- A-Z
- A2AD
- ADA
- ADDITIONAL
- AH-64
- AHOF
- AHOFs
- ALE
- AnnotationID
- APA
- APAs
- AR
- ArCADIE
- ATGMs
- ATT
- BW
- CARDS
- CBRN
- CDID
- CIPs
- CICS

Buttons: Close, Copy

Navigation: Prev. Section, Jump To Section, Next Section

Backups: Screenshots



Leave yourself notes or communicate with collaborators

Requirements Document Wizard (Version 2.0)

Contents Management > Section 7 - Summary > Appendix A > Appendix B > Notes > CNS Demo CNS-DoDI5000.87-2026

Notes

Notes

This section is strictly used to make or keep notes on your work (to yourself) or to pass notes to other users collaborating on your document over time. The contents of this section WILL NOT render on your draft or final document.

(Optional) - Notes

Consider this section a 'scratch pad' or 'note pad' for any thoughts you may want to remember or pass along to others collaborating on your document.

Prev. Section Jump To Section Next Section