

Requirements Document Wizard (RDW)

Requirements Center, DSMC, DAU

January 30, 2026



DAU

Agenda



- 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



Section 3

Choose the Classification Type

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



Section 2



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
 - Desk Reference and FAQs
 - RDW Access Guide
 - A copy of the ATO memo

■ Feedback:

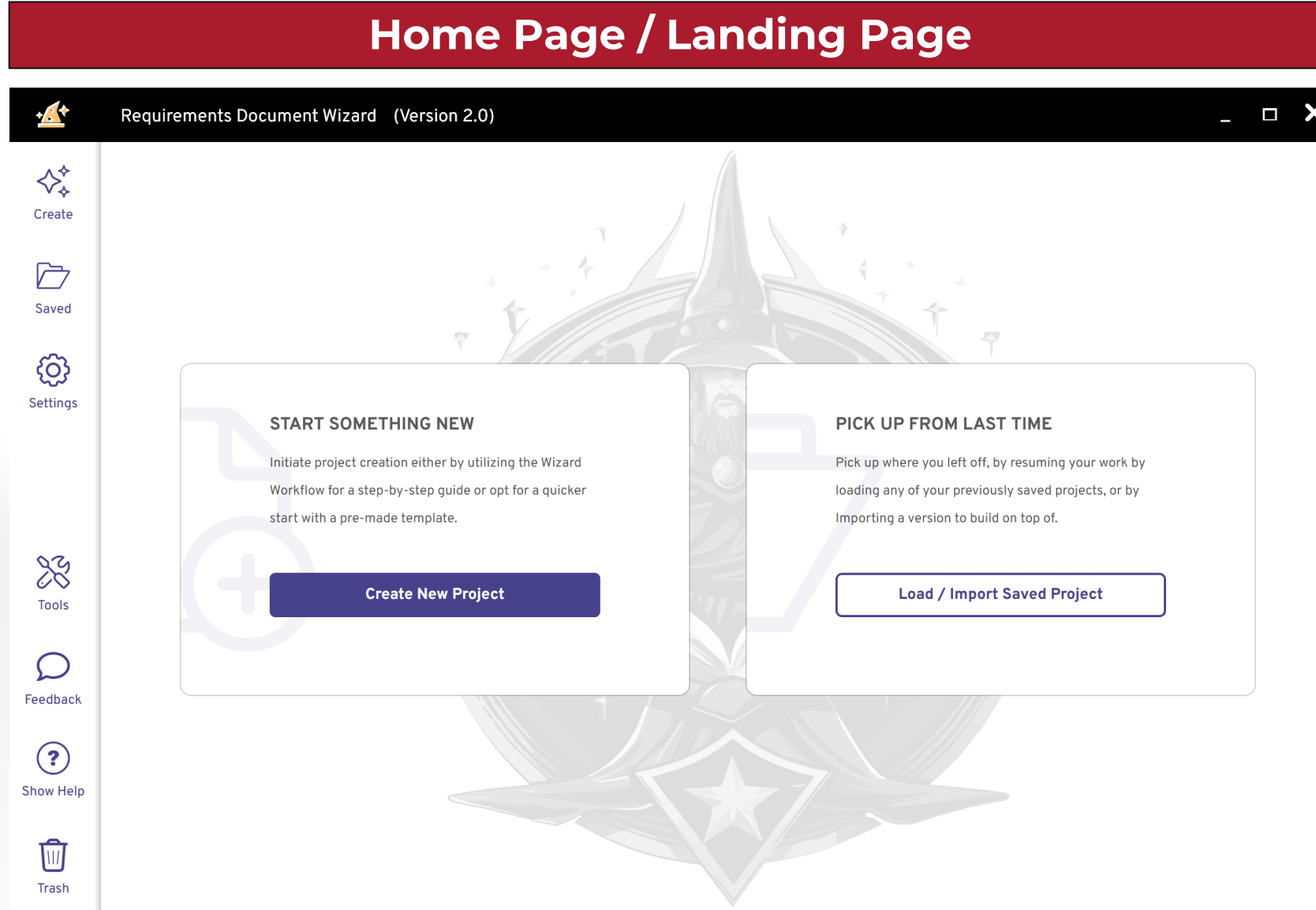
- DAU and the RDW development team are **ALWAYS** open to feedback and assistance in making this software as capable, useful, and accurate as possible
- Please use this e-mail to communicate with the RDW team: JCIDS-RDW@dau.edu

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





Backups: Screenshots





Choosing the type of document template you need


Requirements Document Wizard (Version 2.0)



Create



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Trash


CREATE NEW PROJECT

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


CREATE NEW PROJECT

EDIT PROJECT

 IMPORT PROJECT




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

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The 'Introduction' section of a document template

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Section 1

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CRD demo
CRD-JFRP-2026

Introduction

Show Preview

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.

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Accessing Manual extracts and SME-curated help/hints

Requirements Document Wizard (Version 2.0)

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< Cover Page > Executive Summary > Summar > CRD demo CRD-JFRP-2026

Section 1 - Operational Context Show Preview

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




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Requirements Document Wizard (Version 2.0)

< Requirements and Gaps >

• Section 4 - Interoperability

• **Section 5 - Final Recommendations**

• Notes

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CRD demo
CRD-JFRP-2026

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Section 5 - Final Recommendations

Show Preview

Final Recommendations

Choose the Classification Type

⌵ ×

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

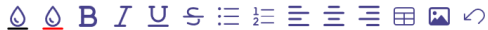
5.0. Final Recommendations Header

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



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Accessing the 'HELP' capabilities


Requirements Document Wizard (Version 2.0)⌵⌶✕


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Introduction

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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:

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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?

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

⌵



Still Stuck?

Feedback

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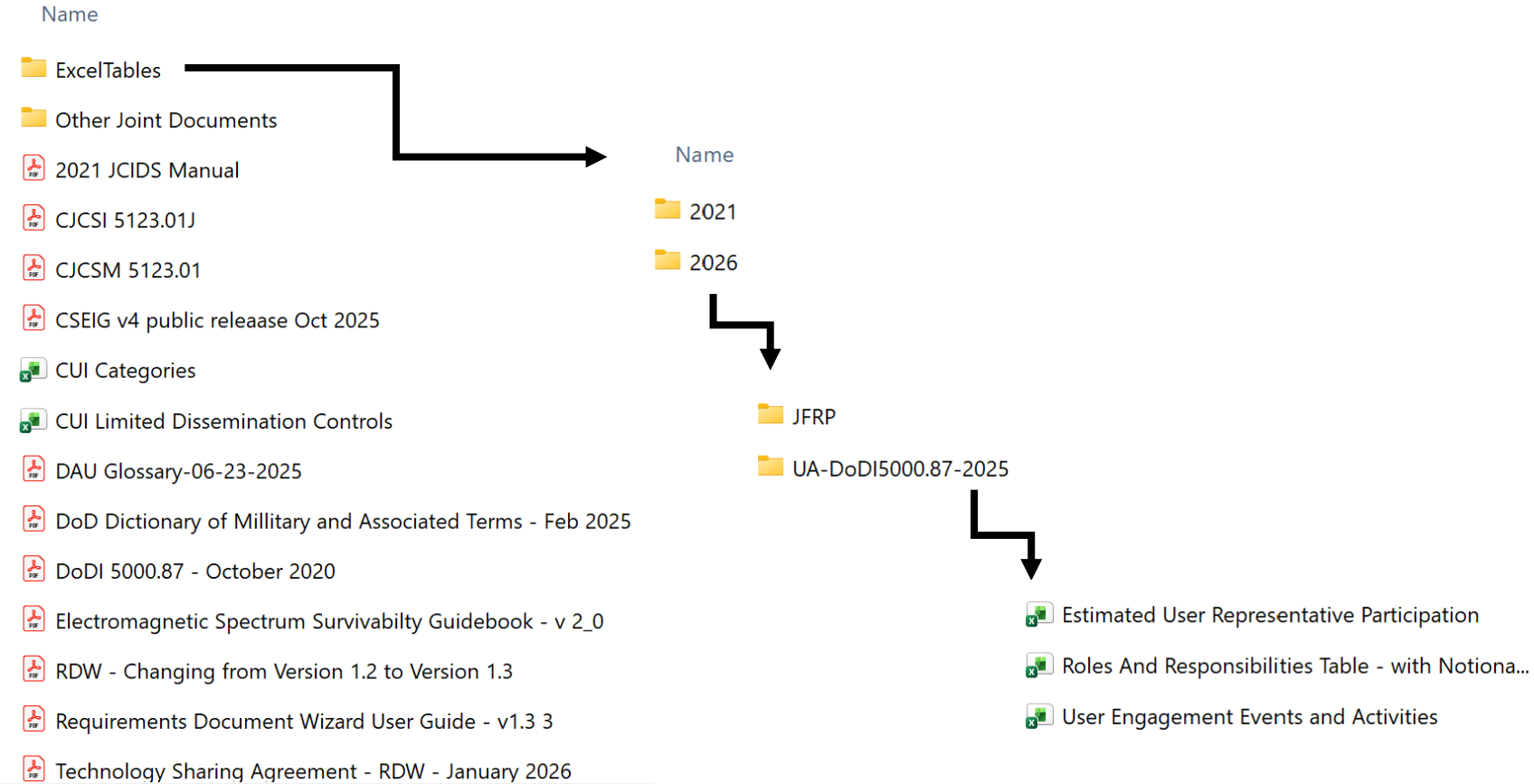
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Accessing pre-constructed table formats



Backups: Screenshots



Previewing your document's progress

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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

Hide Preview

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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.a.jones@army.mil, george.a.jones@army.smil.mil, 555-555-5555

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

UNCLASSIFIED

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Surface acronyms used in your document

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AHOF - CDD

CDD-2021

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Introduction

Getting Started

You are working on a **Capability Development** System (JCIDS) Manual.

All CDDs specify warfighter capability requirements.

- These include Key Performance Parameters (KPPs) and APAs support the development of the system.
- Your "draft" CDD (NOT submitted for review) is used for the Drafting and Risk Reduction (TMRR) phase.
- Your "validated" CDD ("validated" for Release review and Milestone B.
- NOTE: A validated CDD is also required for the Milestone C review.
- If performance attributes change, the Milestone C review section of the JCIDS Manual must be updated.
- In cases where the Milestone Decision Authority (MSDA) is not an Engineering and Manufacturing

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

CIS


Close


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



Leave yourself notes or communicate with collaborators


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CNS Demo


CNS-DoDI5000.87-2026











 Notes


Show Preview

 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.

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