FACT SHEET
Functional Performance Specification

What is the Functional Performance Specification Technique?

A technique to define the requirements of a project, product, or service based on the required Functions and the specific needs related to those Functions. For each function, needs are expressed in terms of assessment criteria, levels of performance & flexibility for each level.

Applying the FPS Technique

- Develop a FAST diagram for the project process or service under study.
- Characterize each function by identifying and defining the applicable needs and constraints as follows:
  
  **Needs**: Consider each function and identify the specific needs and requirements that must be met for this function to be satisfied.
  
  **Criteria**: define all criteria that will be used to evaluate and/or measure if the function is satisfied. (There can be many for each function)
  
  **Level**: define for each function/criteria what levels or expected performance or benchmark is acceptable to satisfy the need. This can come from an existing performance level, or from an objective to be reached.
  
  **Flexibility**: Establish the tolerance or negotiability of the Level:
  - **F0** is an absolute must, not negotiable;
  - **F1** must reach this level if at all possible;
  - **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

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 the FPS Technique be used?

- Defining project goals and requirements
- Identifying business needs to develop or improve business processes.
- Restructuring organizations.
- Defining requirements for Design Build projects
- Establishing requirements for Information Technology Projects.

<table>
<thead>
<tr>
<th>Need</th>
<th>Function</th>
<th>Criteria</th>
<th>Level/Target</th>
<th>Flexibility</th>
</tr>
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<td>Host Event</td>
<td>Target Date</td>
<td>2 Weeks</td>
<td>F2</td>
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<tr>
<td>Accommodate</td>
<td>Accessibility</td>
<td>Wheelchair</td>
<td>F0</td>
<td></td>
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<tr>
<td>Guests</td>
<td># of Guests</td>
<td>12</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Seat Guests</td>
<td>Scene Location</td>
<td>Waterfront</td>
<td>F3</td>
<td></td>
</tr>
</tbody>
</table>

**Table:**

- **Function**: Define the project process or service under study.
- **Criteria**: Specify the criteria that will be used to evaluate the function.
- **Level/Target**: Define the level or expected performance for the function.
- **Flexibility**: Establish the tolerance or negotiability of the level.

**FAST Diagram**

- **Need**: A user’s need or desire
- **Function**: A specific need expressed in a verb-noun abridgement
- **Specific Requirement**: Requirements specific to each function expressed as an assessment criteria, level, and flexibility
- **Product**: A unique solution provided to the user to satisfy the needs as defined

**Need Table**

- **Host Event**: Host a target date with 2 weeks for F2 flex.
- **Accommodate Guests**: Make the location accessible with a wheelchair for F0 flex.
- **Seat Guests**: Seat a number of guests with 12 for F1 flex.
- **Locate Event**: Locate the event at a scenic waterfront for F3 flex.

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