SharEat

REQUIREMENTS MANAGEMENT PLAN

Version 1.2

13.10.2021

Prepared by Group M

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Group M	30.09.2021	Dwight Schrute	1.10.2021	Initial Requirements Management Plan draft
1.1	Group M	5.10.2021	Dwight Schrute	5.10.2021	Revision based on the use case document
1.2	Group M	13.10.2021	Dwight Schrute	13.10.2021	Changes based on software requirements specification document

TABLE OF CONTENTS

1 INTRODUCTION

1.1 PURPOSE OF THE REQUIREMENTS MANAGEMENT PLAN

The purpose of this document is to define the requirements management process for SharEat project. This document will define:

- What processes and techniques will be used with agile development model when developing the SharEat services
- Roles and responsibilities for different requirement processes
- Different activities used for requirements management

The intended audience of this document is the SharEat development team as well as all the stakeholders involved.

2 REQUIREMENTS MANAGEMENT OVERVIEW

2.1 ORGANIZATION, RESPONSIBILITIES, AND INTERFACES

Name / Title	Requirements Process Role
Product Owner	Ensuring all the product requirements (features) are well defined and executed in time
Developer (Team lead, programmers)	Ensure the software being made fulfills the project requirements
Requirement Analyst	Responsibility is to gather, analyze, document and validate the needs of the project stakeholders.
UI/UX Designer	Creating user-centered designs by understanding business requirements, and user feedback. Translating requirements into style guides, design systems, design patterns and attractive user interfaces
Tester	Ensure the software created by developers is align with the requirement and any bugs or issues are removed within a product before it gets deployed to everyday users.

2.2 PROCESSES AND TECHNIQUES

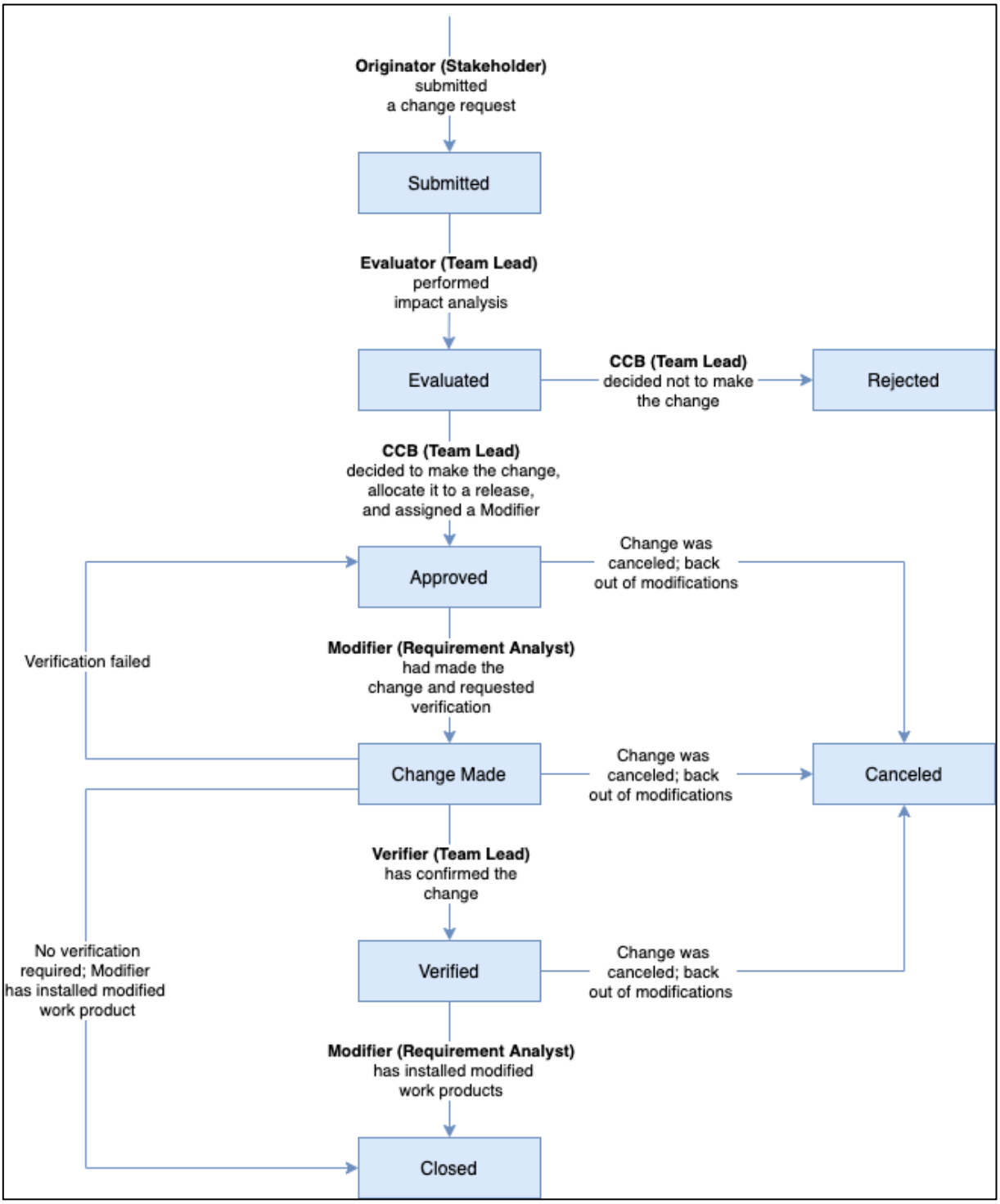
Requirements Activity	Comments (Include when, how and with whom)
Elicitation Activities	
Stakeholder Analysis	Refer to the vision and scope document for stakeholder profiles
Analysis of existing systems	ResQ Club, Too Good to Go, Olio, Unsung, EatMe
Interviewing stakeholders	1. Find and select representatives from each stakeholder group a. Local restaurant owners (food providers) b. General populace, especially students (food recipients) c. Venture capitalist (sponsor/funding) (if onboard) 2. Prepare questions for each interviewee 3. Contact the affiliated parties and arrange the interviews 4. Conduct the interviews and document the results
Survey	1. Contact local university/student's union if they would be willing to distribute a survey among students 2. Should they approve, design the survey questions 3. Test run the survey among staff to ensure it works 4. Administer the survey 5. Analyze and document the data
Brainstorming / Requirements workshop	Have the whole development team partake in a brainstorming session to come up with requirements
Modeling Activities	
Paper Prototyping	Allows the UI designers to make rapid prototypes to develop the baseline for the UI
Use case diagram	Figure showing the different actors and their respective actions
Use case tables	A structured format documenting the use cases in a text format
UML diagram	Visualize and model the general structure of the software. Created by the development team and it allows easier communication between stakeholders.
Stakeholder profiles	Creating profiles to help understand the needs, priorities, communication requirements and activities for each type of stakeholder
Context diagram	It defines the flow of information between the system and the different stakeholder profiles
Business policies	Outline the various business policies that will be adhered to in the creation and maintenance of the SharEat application

3 REQUIREMENTS MANAGEMENT

Activity	Plan
Determine Requirement Attributes	
Requirement facts (unique number, date created, source, business rules, etc.)	A unique identifier (starting from 0000, moving up) Date of creation (DDMMYY) Source of requirement
Traceability facts (what to trace to: business objectives, project objectives, design artifacts, testing, etc.)	From requirements to system features
Management facts (priority, version / release, status, approval, comments, etc.)	Requirement priority Any additional remarks
Prioritize Requirements	
Develop prioritization process	MoSCoW Technique. Use a collaborative session in which stakeholders categorize the requirements into four distinct priority groups: • Must (Mandatory) • Should (Of high priority) • Could (Preferred but not necessary) • Would (Can be postponed for future)

3.1 CHANGE MANAGEMENT

CCB Role	Requirements Process Role
CCB Chair	Product owner
CCB	Team lead
Evaluator	Team lead
Modifier	Requirement analyst
Request receiver	Help desk
Verifier	Team lead
Originator	Any stakeholder


Originator (Stakeholder)
submitted
a change request
Submitted
Evaluator (Team Lead)
performed
impact analysis
Evaluated
CCB (Team Lead)
decided not to make
the change
Rejected
CCB (Team Lead)
decided to make the change,
allocate it to a release,
and assigned a Modifier
Approved
Change was
canceled; back
out of modifications
Verification failed
Modifier (Requirement Analyst)
had made the
change and requested
verification
Change Made
Change was
canceled; back
out of modifications
Canceled
Verifier (Team Lead)
has confirmed the
change
No verification
required; Modifier
has installed modified
work product
Verified
Change was
canceled; back
out of modifications
Modifier (Requirement Analyst)
has installed modified
work products
Closed

Requirements Management Plan Approval

The undersigned acknowledge they have reviewed the SharEat **Requirements Management Plan** and agree with the approach it presents. Changes to this Requirements Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature:	Michael Scott	Date:	5.10.21
Print Name:	Michael Scott		
Title:	Principal architect		
Role:	Product owner		

Signature:	Bob Bossman	Date:	7.10.21
Print Name:	Bob Bossman		
Title:	Senior software engineer		
Role:	Team lead		

Signature:	Dwight Schrute	Date:	8.10.21
Print Name:	Dwight Schrute		
Title:	Senior Analyst		
Role:	Requirement analyst		

Appendix A: References

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
Vision and Scope document	The document outlining the high-level purpose, objectives, and vision of the SharEat application	Link
Use case document	List of actions and event steps defining the interactions between the actors and application	Link

Appendix B: Key Terms

The following table provides definitions for terms relevant to this document.

Term	Definition
MoSCoW	Must (Mandatory), Should (Of high priority), Could (Preferred but not necessary), Would (Can be postponed for future)
UML	Unified Modeling Language
AGILE	A software development methodology involving iterative practices and minimal documentation
CCB	Change control board
SRS	Software Requirement Specification