**Objectives**

Before Project kick off all requirements internal and external shall be identified, specified and analyzed by the Project Manager and his/hers project team. To make sure that all parties in the project team, the customer and other stakeholders, have the same understanding on the project scope and the requirements the project manager will invite all stakeholders to a Requirement Review Meeting before project Kick-off.

**Execution**

Requirement Review Meeting

Walk-through Requirements

State Risk Assessment Issues

Commitment Assurance

Requirements Risk Assessment

Agreed upon Requirements

Change suggestion

Create Actionplan for risks

Actionplan Template

Team commitment to requirements

**Requirement Review Meeting**

A Requirements Review or walk-through is a meeting where the Project Manager gathers relevant stakeholders and customer representatives to have a walk-through of the Requirements documentation to ensure that the document represents everyone’s complete understanding of what is to be accomplished in this particular project.

The output of the Requirement Review Meeting is the agreed upon Requirements List that should be signed by T-engineering AB and our customer.

When the Requirements List is agreed upon it shall be added as a part of the Technical Agreement.

If Project Management and customer representative are not able to agree on the Requirement List both parties shall return to their team to make a new evaluation, changes and/or additions.

A new date for Requirement Review meeting shall be planned as soon as possible by the Project Manager.