**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.

**Execution**

Requirement Checklist

Pre-Requirement Review Meeting

Assess quality of extisting Requirements

Identified Stakeholders and their Requirements

Review existing Requirement documents

Change/Addition suggestions

Identify

missing Stakeholders

Identify

missing Requirements

Requirements Risk Assessment

Update

Update

Team commitment to requirements

The Project Manager shall put together a list of requirements based on the Request For Quotation from the customer as well as internal requirements and requirements that may come from stakeholders. This list will be the basis for all requirements discussions throughout the project lifecycle.

**Pre-Requirement Review Meeting**

The Project Manager shall invite appropriate project team members and other key personnel to a Pre-Requirement Review meeting.

No later than the day before the scheduled meeting the Project Manager should have shared the List of Requirements to all invited for review.

Change suggestions and Additions will be discussed on the Pre-Requirement Review Meeting.

When the Project Team has made a commitment to the Requirements List the Project Manager shall schedule the actual Requirement Review Meeting with customer representatives.