Sumerian Project
Requirements Management Process
CS 491

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Table of Contents

Revision History

Revision	Description	Date
1.0	Initial Document	5/6/2014

1   PURPOSE

The purpose of Requirements Management is to create an agreement between the customer and the project team over the customer's requirements the project team will address.

The purpose of this document is to define a Requirements Management Process to create baseline requirements, track the requirements, and control any changes.

2   STAKEHOLDERS

- **Project Members -** Project members are people who are members of the assigned team doing the current project.

- **Customer -** The customer is the person or group of people who have decided to initiate this particular project.

- **End User -** The end user is anyone who will use the end result of this project.

3   ACTIVITES

3.1   Change Control

Purpose
   Define a process for adding changes.

Entry Criteria
   The Requirements Development Process is under version control.

Tasks
   Define a process to change requirements.
   Create a change control board.

Exit Criteria
   Documents have been reviewed and placed under version control.

Work Products
   Change control process.

3.2 Version Control

Purpose

Create baselines documents, and a specific set up to keep track of revisions and new requirement version changes.

Entry Criteria

Documents for Requirement Development Process are under version control, any changed requirements have been approved by the Change Control Board.

Tasks

Create a file naming convention.
Create a file repository.
Create baseline documents.
Control versions of requirements documents.

Exit Criteria

Documents have been reviewed by the team, revised, and approved. All of these documents have been put into the version control.

Work Products

Version naming convention.

3.3 Requirements Status Tracking

Purpose

To have a process for tracking the status of requirements, to keep track of which are most important, and to prevent errors from constantly changing status of requirements.

Entry Criteria

Documents for Requirement Development Process are under version control, any changed requirements have been approved by the Change Control Board.

Tasks

Track the status of each requirement.
Keep a history of requirements status and changes.

Exit Criteria

Documents have been reviewed by the team, revised, and approved. All of these documents have been put into the version control.

Work Products

Requirements Scope Change Log.

3.4 Requirements Tracing

Purpose

To keep track of requirements, to make sure there are no overlapping requirements, and to keep track of which requirements are linked to each other.

Entry Criteria

Documents for Requirement Development Process are under version control. Any changed requirements have been approved by the Change Control Board.

Tasks

Populate a requirement traceability matrix.

Exit Criteria

The traceability matrix has been reviewed by the team and updated. It has been placed in version control.

Work Products

Requirements traceability matrix updated.

4 VERIFICATION

The team will each look over and approve each document before submission.

5 EXIT CRITERIA

All documents have been approved by the entire team, and each have been put into our version control system.

6 REFERENCES

Algea Counting Team, *Requirements Management Process.*
CS491, Bellingham, Washington, 2013

Karl E Weigers, *Software Requirements. 2nd edition.*
Microsoft Press, Redmond, Washington, 2003