REQUIREMENTS MANGAEMENT PLAN

**VERSION CONTROL**

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| **Version** | **Date** |
| **1.0** | **9-12-2021** |
| **2.0** | **9-26-2021** |

**INTRODUCTION**

A project team of 6 students is tasked with developing a DEMO of the proposed mentoring website COBWeb by the Brogrammers. The purpose of this requirements management plan is to document how the requirements of COBWeb will be analyzed, documented, and managed. These requirements are essential for the project to be accepted. Each requirement has been requested by Dr. Barker and the project is to be completed in 3 months.

**REQUIREMENTS MANAGEMENT OVERVIEW**

**Roles and Responsibilities:**

Project Manager: He or She is responsible for developing reports, organizing meetings, and recording team minutes.

Developer: He or She is responsible for the programming of the project.

Database Administrator: He or She is responsible for the development of the database.

**Process:**

1. **Planning Requirement Activities**

Each requirement is to be completed alongside the tasks scheduled on the Gantt Chart provided with the Statement of Work. Each requirement corresponds with a task.

1. **Tracking Requirement Activities**

Each requirement is contained on an excel sheet and when a requirement is complete, it is to be highlighted red to indicate this. Each requirement is due at the same time its associated task is due.

1. **Report Requirements Activities**

When a requirement is met, excel sheet must state the date it is complete.

**Requirement Prioritization:**

Requirements are prioritized based on importance and time to complete. The shortest and most important are completed first for each task. The process continues until the project meets the requirements.

**DOCUMENTATION REPOSITORY**

All project documents will be archived on Microsoft Teams.

**Scope**: To include recognition activities for all government departments. To address two components of recognition - a corporate component and a department component. Includes guidelines to govern corporate and department activities, and implement the framework, research summary, guidelines, and tools to by March 2007

**Executive Summary:**

Our goal for our team is to develop an online system that is designed to connect current CIS students with other people in the program, formerly in the program, and outside the program, but in relevant fields, to provide an opportunity for assistance when needed. We strive to have our design selected to provide a user-friendly system designed to improve student retention within the CIS program. Within our project, we want to provide students the proper resources needed for success. As a team, we wish to function like gears in a machine, all working together equally to make sure everything runs smoothly. We want to improve the government’s ability to attract and recruit high quality candidates and to compete more effectively. The easier it is to use, the easier it will be to attract students.

**Acceptance Criteria**:

* The system needs the ability to enroll new users who are students, alumni, or members of the community
* A log-in and log-out of the system
* Ability to pair students and mentors through a matching process
* A donation page to collect donations
* Ability for mentors to post jobs on the job board
* A Discussion board for users to communicate
* The system will allow reports sent to system administrator anonymously
* Announcements for the system administrator to create, edit, and delete
* The system will have an email blast for the system administrator to send out
* Ability to display an events page for users to see upcoming events held by the department
* The system will have a photo carousel and photo board
* The system will have surveys for the system administrator to create, edit, and delete
* The system needs to have a backup and a recovery back up

**Requirements Traceability Matrix:**



**Requirements Management Overview**: We will be using Brain tree, a payment management system, WordPress, and a content management system to develop a DEMO of the proposed mentoring website COBWeb.