Requirements Traceability Matrix Template

Project Name	[Project Name]
Prepared By	[Name]
Date	[Date]
Version	1.0

Introduction

The purpose of this Requirements Traceability Matrix (RTM) is to ensure that all project requirements are properly documented, tracked, and verified throughout the project lifecycle.

RTM Table

Requirement ID	Requirement Description	Priority	Module/Feature	Test Case ID(s)	Test Status	Comments
RQ-001	Automatically run weekly inventory checks to identify stock shortages	High	Scheduled Inventory Check	TC_001		
RQ-002	Generate tickets when stock is low and no ticket exists for the issue	High	Ticket Generation	TC_005		
RQ-003	retrieve and display accurate stock data from the asset module	High	Data Retrieval	TC_002		
RQ-004	can set reorder and max stock threshold per asset category	Medium	Threshold Configuration	TC_007, T_008,TC_009		