<Project>

Requirements Development Approach

Version: <version #>

Date: <version date>

Publication Record

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Primary Author | Description |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table of Contents

[1 Introduction 4](#_Toc288649044)

[1.1 Purpose 4](#_Toc288649045)

[1.2 Document Scope 4](#_Toc288649046)

[1.3 References 4](#_Toc288649047)

[1.4 Acronyms, Abbreviations, and Terms 4](#_Toc288649048)

[1.4.1 Acronyms and Abbreviations 4](#_Toc288649049)

[1.4.2 Terms 4](#_Toc288649050)

[2 Planning Phase 5](#_Toc288649051)

[2.1 Scope 5](#_Toc288649052)

[2.1.1 In Scope Items 5](#_Toc288649053)

[2.1.2 Out of Scope Items 5](#_Toc288649054)

[2.2 Assumptions, Dependencies and Risks 5](#_Toc288649055)

[2.3 Standards 5](#_Toc288649056)

[2.4 Methodology 5](#_Toc288649057)

[2.5 Requirements Development Team 5](#_Toc288649058)

[2.6 Requirements Development Communication Plan 6](#_Toc288649059)

[2.7 Requirements Development Project Plan 6](#_Toc288649060)

[2.8 Requirements Change Management 6](#_Toc288649061)

[3 Eliciting Phase 7](#_Toc288649062)

[3.1 Methods and Techniques 7](#_Toc288649063)

[3.2 Tools 7](#_Toc288649064)

[3.3 Principles 7](#_Toc288649065)

[4 Documenting Phase 8](#_Toc288649066)

[4.1 Methods and Techniques 8](#_Toc288649067)

[4.2 Tools 8](#_Toc288649068)

[4.3 Requirements Package 8](#_Toc288649069)

[4.4 Requirements Reviews 8](#_Toc288649070)

[4.5 Traceability 8](#_Toc288649071)

[4.6 Standards 9](#_Toc288649072)

[5 Approving Phase 10](#_Toc288649073)

[5.1 Interim Approvals 10](#_Toc288649074)

[5.2 Final Approval 10](#_Toc288649075)

[6 Approvals 10](#_Toc288649076)

[6.1 Reviewers 10](#_Toc288649077)

# Introduction

## Purpose

## Document Scope

## References

|  |  |
| --- | --- |
| Reference Identification / Description | Source / Location |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Acronyms, Abbreviations, and Terms

The following tables list the acronyms, abbreviations, and terms used in this document.

### Acronyms and Abbreviations

|  |  |
| --- | --- |
| Acronym | ****Term**** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Terms

| Term | ****Definition**** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Planning Phase

## Scope

### In Scope Items

### Out of Scope Items

## Assumptions, Dependencies and Risks

|  |  |  |
| --- | --- | --- |
| ***#*** | ***Date*** | ***Description*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Standards

The requirements will be developed in alignment with the following standards:

## Methodology

The methodology planned for this initiative is:

|  |  |
| --- | --- |
| **Methodology** *(Select ONE)* | |
|  | Iterative |
|  | Waterfall |
|  | Agile/Scrum |
|  | Spiral |
|  | RUP |
|  | *Other (specify)* |
|  |  |

## Requirements Development Team

The Requirements Development team consists of many people with varying roles. The roles involved are:

|  |  |  |
| --- | --- | --- |
| **Role** | **Description** | **Expected Time Commitment** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

These roles will be filled by the following individuals:

|  |  |  |
| --- | --- | --- |
| **Person** | **Primary Role** | **Perspective/Specialty** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Requirements Development Communication Plan

The following communications will be sent regarding requirements development for this initiative:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Communication*** | ***Owner*** | ***Participants/Recipients*** | ***Vehicle*** | ***Frequency*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Requirements Development Project Plan

## Requirements Change Management

# Eliciting Phase

## Methods and Techniques

The methods and techniques used during the Eliciting Phase are:

| **Methods/Techniques** | |  | *Select all that apply* | |
| --- | --- | --- | --- | --- |
|  | Activity Diagram |  |  | Operational Walkthrough |
|  | Brainstorming |  |  | Prototyping |
|  | Business Process Map |  |  | Requirements Workshop |
|  | Class Model |  |  | Reverse Engineering |
|  | Context Diagram |  |  | Sequence Diagram |
|  | CRUD Matrix |  |  | SIPOC |
|  | Data Flow Diagram |  |  | State Diagram |
|  | Data Transformation and Mapping |  |  | Storyboard |
|  | Decision Table |  |  | Survey |
|  | Decision Tree |  |  | Technology Demonstrations |
|  | Document Analysis |  |  | Use Cases |
|  | Event-Response Table |  |  | User Stories |
|  | Fishbone Diagram |  |  | User Task Analysis |
|  | Flowchart |  |  | Workflow Models |
|  | Focus Group |  |  | Other (specify) |
|  | Interface Analysis |  |  |  |
|  | Interview |  |  |  |
|  | Observation |  |  |  |
|  |  |  |  |  |

## Tools

The tools used during the Eliciting Phase are:

|  |  |  |
| --- | --- | --- |
| **Requirements Elicitation/ Management Tools** | | **Comments** |
|  | Quality Center |  |
|  | BluePrint |  |
|  | RavenFlow |  |
|  | Tibco Business Studio |  |
|  | Doors |  |
|  | Microsoft Office (Word, Excel) |  |
|  | Other (specify) |  |
|  |  |  |
|  |  |  |

## Principles

# Documenting Phase

## Methods and Techniques

The methods and techniques used during the Documentation Phase are:

| **Methods/Techniques** | |  | *Select all that apply* | |
| --- | --- | --- | --- | --- |
|  | Activity Diagram |  |  | Operational Walkthrough |
|  | Brainstorming |  |  | Prototyping |
|  | Business Process Map |  |  | Requirements Workshop |
|  | Class Model |  |  | Reverse Engineering |
|  | Context Diagram |  |  | Sequence Diagram |
|  | CRUD Matrix |  |  | SIPOC |
|  | Data Flow Diagram |  |  | State Diagram |
|  | Data Transformation and Mapping |  |  | Storyboard |
|  | Decision Table |  |  | Survey |
|  | Decision Tree |  |  | Technology Demonstrations |
|  | Document Analysis |  |  | Use Cases |
|  | Event-Response Table |  |  | User Stories |
|  | Fishbone Diagram |  |  | User Task Analysis |
|  | Flowchart |  |  | Workflow Models |
|  | Focus Group |  |  | Other (specify) |
|  | Interface Analysis |  |  |  |
|  | Interview |  |  |  |
|  | Observation |  |  |  |
|  |  |  |  |  |

## Tools

The tools used during the Documentation Phase are:

|  |  |  |
| --- | --- | --- |
| **Requirements Elicitation/ Management Tools** | | **Comments** |
|  | Quality Center |  |
|  | BluePrint |  |
|  | RavenFlow |  |
|  | Tibco Business Studio |  |
|  | Doors |  |
|  | Microsoft Office (Word, Excel) |  |
|  | Other (specify) |  |

## Requirements Package

## Requirements Reviews

## Traceability

|  |  |  |
| --- | --- | --- |
| **Deliverable**  **(Higher Level)** | **Deliverable**  **(Lower Level)** | **Rationale/Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Standards

# Approving Phase

## Interim Approvals

## Final Approval

# Approvals

## Reviewers