A Traceability Matrix is created by associating the business and with the use cases and test scripts that will be used to validate them. In traceability, the relationship of driver (i.e. requirement) to satisfier (i.e. use case or test script) can be one-to-one, one-to-many, or many-to-one. Traceability requires unique identifiers for each requirement and use case/test script. Traceability ensures completeness of testing and provides the basis for test planning. The Traceability Matrix can be a stand-alone document, or incorporated as part of the requirements document or test plan.

**Instructions:**

Following best practices, business requirements should be decomposed to the smallest package and numbered with the following numbering convention: BR001, BR002, etc. For each business requirement there will be one or more functional requirements that should match the numbering convention for the associated business requirement: FR001.01, FR001.02, FR001.03, FR002, etc. Functional requirements should be decomposed to the smallest package.

For each functional requirement, there will be one or more associated technical specs that should match the numbering convention of the associated functional requirement: TS001.01.01, TS001.01.02, TS001.02, etc. Technical specs should be decomposed to the smallest package.

For simplicity, Tech Specs can be kept in a separate spreadsheet (see Tech Spec Traceability Matrix).

Matrix ID – Unique sequence to identify the combination of requirements and associated use cases.

Business Rqmt # - Number of the business requirement (as listed in Requirements Document) documentation which uniquely identifies the success criteria which will be tested.

Functional Rqmt # - Identification number(s) of the functional requirement (as listed in Requirements Document) which fulfills the **business** requirement listed.

Use Case # - Identification number of the Use case(s) which will be used to validate the associated **business and functional** requirements. This should match the Essential Process Details- Implemented in Use Case ID from the Requirements Document. *Use cases are optional.*

Test Script # - Identification number of the test script(s) which will be used to validate the associated **business or functional** requirements.

You can create a spreadsheet with the following columns and rows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Matrix**  **ID #** | **Business**  **Rqmt #** | **Functional**  **Rqmt #** | **Use**  **Case #** | **Test**  **Script #** | **Comments** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |