Requirements Management Plan: EZ-Maintenance Project

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1. Introduction

The purpose of the EZ-Maintenance Requirements Management Plan is to establish a common understanding of how requirements will be identified, analyzed, documented, and managed for the EZ-Maintenance project.

Requirements will be divided into two categories: project requirements and product requirements.

Project requirements are the requirements identified to meet the needs of the project and ensure its completion and readiness to hand over to operations. These consist mostly of non-technical requirements.

Product requirements are the requirements identified to meet the technical specifications of the product being produced as a result of the project: the EZ-Maintenance mobile application. These will consist of requirements to ensure that performance specifications are met, app functionalities are properly documented, and user experience thresholds are identified and documented.

The inputs for the requirements management plan include the EZ-Maintenance Project Charter and Stakeholder Register.

2. Requirements Management Approach

Requirements Identification: The EZ-Maintenance project team will facilitate various methods to collect requirements which may include: interviews, focus groups, facilitated workshops, group creativity techniques, questionnaires and surveys, or product prototypes. These will be conducted among the project stakeholders to ensure all requirements are captured.

Requirements Analysis: The EZ-Maintenance project team will analyze requirements to determine if they fall into project or product categories. Additionally, this analysis will determine where in the WBS the requirements will fall or what work activities correspond to particular requirements. Accountability and priority for each requirement will also be determined as part of the analysis. Finally, metrics and acceptance criteria must be determined for all requirements in order to provide a baseline for understanding when a requirement has been fulfilled to an acceptable level.

Requirements Documentation: Once requirements have been identified and analyzed, they will be documented and assigned to accountable personnel. These requirements will be added to the EZ-Maintenance project plan and the project team will determine what methodology the accountable personnel will use to track and report on the status of each requirement. All requirements will also be added to the project requirements checklist which must be completed before formal project closure is accepted by the project sponsor.

Ongoing Requirements Management: Throughout the project lifecycle, the project manager will ensure all team members are reporting requirement status and raising any issues or concerns with their assigned requirements as appropriate. As the project matures there may be situations in which requirements must change or be altered in some way. The project team must follow the established change control process in order to propose any changes to requirements and receive approval from the change control board. Ongoing requirements management also includes receiving approval of all requirements by all vested parties as part of project closure.

3. Configuration Management

For the EZ-Maintenance Project, the Requirements Management Plan will utilize the configuration management activities outlined in the Configuration Management Plan. Key items include documentation/version control and change control.

Documentation and Version Control: All project documentation will be loaded into the Configuration Management Database (CMDB) as the central repository for the EZ-Maintenance Project. Appropriate permissions will be granted to the project team for editing and revising documentation. Any proposed changes to project requirements must be reviewed by the Configuration Control Board (CCB) and have written approval by the project sponsor before any documentation changes are made. Once these proposed changes are approved and the documentation is edited, the project manager will be responsible for communicating the change to all project stakeholders.

Change Control: Any proposed changes in project requirements must be carefully considered before approval and implementation. Such changes are likely to impact project scope, time, and/or cost, perhaps significantly. Any proposed changes to project requirements will be reviewed by the CCB. The role of the CCB is to determine the impact of the proposed change on the project, seek clarification on proposed change, and ensure any approved changes are added to the CMDB. The project sponsor, who also sits on the CCB, is responsible for approving any changes in project scope, time, or cost and is an integral part of the change review and approval process.

4. Requirements Prioritization Process

The EZ-Maintenance project manager will facilitate stakeholder meetings in order to establish priorities for all project requirements. This project will use a three-level scale in order to prioritize requirements.

As the project moves forward and additional constraints are identified or there are issues with resources, it may be necessary for the project team and stakeholders to meet in order to determine what requirements must be achieved, which can be re-baselined, or which can be omitted. These determinations will be made in a collaborative effort based on the priorities of the requirements and which level they are assigned in accordance with the chart above. As any changes in requirements are made, all project documentation must be updated in the CMDB and communicated to all project stakeholders.

5. Product Metrics

Product metrics for the EZ-Maintenance project will be based on performance requirements as outlined in the project charter. In order to achieve project success, the EZ-Maintenance product must meet or exceed all established metrics.

Cost, Quality, and Performance metrics will be defined in detail within the project charter.

6. Requirements Traceability Matrix

Below is the requirements traceability matrix for the EZ-Maintenance project. The purpose of the requirements traceability matrix is to ensure all product requirements are completed in accordance with the project charter. This matrix provides a thread from all product requirements through design, testing, and user acceptance. Design document and charter references are contained in the EZ-Maintenance Project Configuration Management Plan. Any approved changes in project scope or requirements will result in changes to the traceability matrix below. Based on impacts of the approved changes, the Project Manager will make the necessary changes to the matrix and communicate those changes to all project stakeholders.

Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Sponsor Name:

Project Sponsor