Requirements Management Plan

Project Name: XYZ Website Project

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This requirements management plan is a component of the project management plan. It describes how the project requirements will be analyzed, documented, and managed

CONTENTS

REQUIREMENTS MANAGEMENT PLAN

COLLECT REQUIREMENTS

SOURCES

Development of initial project requirements will begin with an examination of the following sources:

A. Project Charter
B. Business Case
C. Stakeholder Interviews
D. Customer documented requirements

COLLECT PROJECT REQUIREMENTS

The following tools and techniques will be used to further develop the project requirements.

(Below, leave the appropriate tools and techniques in place and provide detail regarding each tool that will be used. Delete from this list any tool that will not be used.)

A. Interviews
B. Facilitated Workshops
C. Prototypes
D. Benchmarking
E. Document Analysis

Documentation will be generated during the collection of the requirements process. All of the documents generated from this process are or will be included below as Attachment A.1, A.2, A.3, and so forth.

REQUIREMENTS TRACKING

All project requirements identified to date are logged on the requirements register, included below as Attachment B. Requirements listed there will be analyzed, categorized, prioritized, and quantified. Those that survive analysis and receive approval will be added to the requirements traceability matrix included as Attachment C and traced through to project completion. The person or persons with the authority to approve project requirements are listed above in the Management Approach section.

STRUCTURE OF REQUIREMENTS TRACEABILITY MATRIX

The following information will be captured in the Systems Traceability Matrix:

The following information will be captured within the Systems Traceability Matrix:

- Requirement ID Number
- Date Received
- Source of the requirement
- Requirement name and description
- Work Breakdown Structure Deliverable reference
- Requirement assigned to a person
- Requirement acceptance criteria
- Plan Date for Testing Requirement and who completed the test
- Expected date of Requirement acceptance and by customer name

REPORTING

1. What

The System shall generate a weekly Report of Product Order Changes to include this information:

- *Customer name*
- *Product affected*
- *Date of change*
- *Type of change*
- *Product description*
- *Product inventory at the time of change*

The system shall generate a weekly product inventory report to include:

- *Product name*
- *Product description*
- *The current Product inventory amount*
- *Product threshold amount*
- *Product owner name*

A weekly project status report should be provided detailing:

- *Cost performance*
- *Schedule performance*
- *Issues*
- *Risks*

2. How

The weekly status update will be distributed through the key stakeholder listing.

- *The stakeholder communication plan will provide a full list to be distributed to pertinent parties.*
- *Stakeholders will receive all reports through email distribution.*

3. Who

The Project manager will be providing weekly status updates to the report with assistance from team leads.

- *The status reports will be provided to stakeholders.*

4. When

Once a week on Friday (except on holidays)

REQUIREMENTS APPROVAL

APPROVED REQUIREMENTS

The XYZ project sponsor, Tim Kane, will accept and approve each milestone before ABC Web Designs can proceed to the next milestone step. Once the master requirements document, containing the functional, non-functional, business, and user requirements have been completed, it will be submitted to the project sponsor. The project sponsor will review and approve the document. The document will then be distributed to the appropriate stakeholders. All of the required documents will be listed in the project document repository.

REJECTED REQUIREMENTS

The project sponsor and identified key stakeholders (Roger Wilson: CFO and Lisa Sellers: Executive Oversight Committee chairman) will have the authority to reject project requirements. All project changes from baseline acceptance must be approved in writing by the project sponsor. A requirements rejection form will be completed and will provide comments from the project sponsor and key stakeholders as to the reason for the requirement rejections.

REQUIREMENTS ANALYSIS

(After the requirements are gathered and set forth on the requirements register, they're little more than a laundry list of items. Some may be duplicates, some might conflict with others and some will be too broad or too vague to understand. Describe how the requirements will be analyzed. Who will perform the analysis? Who will ensure each requirement is written clearly and completely? Don't forget to include that person in the Management Approach section, above.)

CATEGORIES

The requirements will be categorized as follows:

(List the applicable categories below and remove any categories that do not apply. Describe or define the categories.)

1. FUNCTIONAL REQUIREMENTS
2. NON-FUNCTIONAL REQUIREMENTS
3. BUSINESS REQUIREMENTS
4. USER REQUIREMENTS
5. SYSTEMS TRACEABILITY MATRIX
6. TECHNICAL REQUIREMENTS
7. DESIGN REQUIREMENTS

PRIORITIZATION

(How will the requirements become prioritized? Will a numbering system be used to designate priority? Will some categories have higher priority than others? Who is responsible for prioritizing them? What happens to the requirements that receive the highest priority? What happens to those that receive the lowest priority? List all responsible parties in the Management Approach section, above.)

- *Key stakeholders will provide priority specifics based on the following guidelines:*
    - ***Functional requirements*** *will generally be provided a priority level of "1) with a subgrouping of A, B, and C where "A" depicts the highest priority within this classification, "B" depicts a moderate priority within this classification, and "C" depicts the lowest priority within this classification level represented as "1A", "1B", and "1C" respectively.*
    - ***Business requirements*** *will generally be provided a priority level of "2" with a subgrouping of A, B, and C where "A" depicts the highest priority within this classification, "B" depicts a moderate priority within this classification, and "C" depicts the lowest priority within this classification level represented as "1A", "1B", and "1C" respectively.*
    - ***Design requirements*** *will generally be provided a priority level of "3" with a subgrouping of A, B, and C where "A" depicts the highest priority within this classification, "B" depicts a moderate priority within this classification, and "C" depicts the lowest priority within this classification level represented as "1A", "1B", and "1C" respectively.*
    - ***Technical requirements*** *will generally be provided a priority level of "4" with a subgrouping of A, B, and C where "A" depicts the highest priority within this classification, "B" depicts a moderate priority within this classification, and "C" depicts the lowest priority within this classification level represented as "1A", "1B", and "1C" respectively.*
    - ***User requirements*** *will generally be provided a priority level of "5" with a subgrouping of A, B, and C where "A" depicts the highest priority within this classification, "B" depicts a moderate priority within this classification, and "C" depicts the lowest priority within this classification level represented as "1A", "1B", and "1C" respectively.*
- ***Key Stakeholders*** *will be responsible for identifying the priority levels for each specific requirement*
    - *High priority within classification will be given immediate attention as per the current schedule*
    - *Moderate priority within classification will be given secondary attention as per the current schedule*

- *Low priority within classification will be given limited attention as per the current schedule. Low priority items will not receive any attention until on "A" and "B" priority levels within the classification have been addressed*

QUANTIFYING

- Quantifying characteristics will be determined by key stakeholders and validated by both the project manager and the project sponsor to ensure they are in-line with project scope constraints.
- Key stakeholders will define acceptance criteria for each requirement and receive confirmation from the lead project analyst and the project manager.

REQUIREMENTS VALIDATION

(Who will initially review the project work or product(s) to ensure it meets the applicable acceptance criteria? What processes will be used?

- Requirements must be verified to ensure that each one satisfies its stated requirement.
- Requirements will be verified by the project sponsor and project manager. Verification can be done by:
  - Inspection
  - Logical arguments
  - Expert review
  - Test and Evaluation
  - Demonstration

(Who will finally present the work or product(s) for acceptance? Must acceptance be obtained in writing?)

- *The project manager will present the work for acceptance. The acceptance must be obtained in writing from the project sponsor. The project sponsor and key stakeholders have the authority to accept and reject deliverables.*

(What happens if deliverables are rejected?)

- A requirements rejection form will be completed and will provide comments from the project sponsor and key stakeholders as to the reason for the requirement rejections.

CONFIGURATION MANAGEMENT

Every identified project requirement is set forth on the requirements register. Only those approved requirements will be carried forward for project work. The approved requirements are listed in the requirements traceability matrix.

MONITORING

(Controlling project requirements involves monitoring the status of the project requirements and managing changes to the requirements. Who is responsible for monitoring and tracking the project requirements?)

- The project manager is responsible for monitoring and tracking the project requirement throughout the life of the project.
- The project manager will manage all changes and conduct approvals.

(What processes will be used? Add all responsible parties to the Management Approach section, above.)

- *Daily scrum meetings will be used to gauge progress.*
- *The project manager will review and track the project changes weekly.*
- *The project manager will establish clear deadlines for user story completion.*

INTEGRATED CHANGE CONTROL PROCEDURES

Changes to the project requirements will follow the same change control procedures as those set forth in the change management plan. All requests for changes must be submitted in writing, on the approved change request form.

PLAN APPROVAL

By signing below, I, Tom Kane, in my capacity as Project Sponsor, approve of this requirements management plan.

Name: Tom Kane
Title: Facilities Manager (Project Sponsor)

Tom Kane	10/08/2020
Signature	Date Approved

ATTACHMENTS

A. DOCUMENTATION FROM COLLECT REQUIREMENTS PROCESS

A.1- Project Charter Project Charter

A.2- SDLC Checklist SDLC Methodology

A.3- RACI Matrix RACI Matrix

A.4- Master Requirements Master Requirements

A.5- Agile Backlog Agile-Product-Backlog.docx

B. REQUIREMENTS REGISTER

B.1 Requirements Register Requirements-Register

C. REQUIREMENTS TRACEABILITY MATRIX

C.1 Requirements Traceability Matrix Requirements Traceability Matrix