REQUIREMENTS DEVELOPMENT PROCEDURE

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**Revision History**

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Table of Contents

[1. Objective 3](#_Toc399842201)

[2. Scope 4](#_Toc399842202)

[3. Responsibilities 4](#_Toc399842203)

[4. Inputs 4](#_Toc399842204)

[6. Procedures 4](#_Toc399842205)

# Objective

The objective of this procedure is to ensure that all the requirements pertaining to User and Product are understood during the analysis phase and the same is documented in appropriate process documents.

# Scope

The procedure is applicable to all the software development and maintenance projects carried out in the organization.

# Responsibilities

Project Lead/Project Manager is responsible for interacting with the customer and identifying their needs.

* The Project Manager is responsible for evaluation of the project, conducting feasibility study and implementation plan in co-ordination with the nominated Project Lead by the Management.
* Project Manager /Project Lead will analyse client and end user requirements to a granular level before the start of a project, handling Change Request from the clients during project execution and submitting to the Management after the completion of the project.
* Project Manager /Project Lead will evaluate the customer requirements to assure they can be validated and outline acceptance criteria.

# Inputs

* Business needs of the customer and other stakeholders
* Technology needs of the customer
* Proposal/Contract

1. **Control Mechanisms**

* Review meetings are to be held at every milestone / stage of the project to check the compliance of the estimated timescale.
* Project Weekly status reports are to be submitted to the Project Manager / Delivery Head.
* Project Manager/Project Lead is responsible for collecting and analysing end user requirements in a granular level.

# Procedures

* The Project Manager works on requirement elicitation techniques to get the requirement clarity from the relevant stake holders / clients.
* It is decided that project manager has liberty to choose the technique to be used by him/her for the elicitation from the prescribed as per process (Interviews, Brainstorming, Focus groups and Market Survey)
* The Project manager lists authorized stakeholders and conducts interviews to collect requirements from them. Existing products, environment and workflow will also be observed while gathering requirements.
* Project Manager /Project Lead will identify and resolve requirements that conflict among stakeholders, requirements that might overlap or represent duplicate requirements.
* Project Manager /Project Lead will identify requirements that are omitted and ensure that these potential omissions are added to the list.
* PM/PL will proceed to document the consolidated set of requirements.
* Requirements resulting from the review of the design decisions will be listed in the Software Requirements Specification (SRS) and the Technical Design Document (for short and medium life cycle projects).
* The Project Manager (and Design Team, if required) will develop a Software Requirements Specification in line with targeted customer’s perspective. This will be prepared after the potential customer requirements are determined and before the concept is implemented.
* The Project manager will study the nature, causes and effects of changing requirements and establishes the relationship between requirements for consideration during change management and requirements allocation.
* Project Manager/Project Lead identifies the internal and external interfaces to a product. The internal interfaces may include interfaces between objects or functions.
* The Project Manager/Project Lead will assess the documented requirements to ensure that all requirements are addressed and to uncover the inconsistencies and redundancies among requirements. The impacts of derived requirements on Operational scenarios are also identified.
* The Project Lead will verify the Requirements Traceability Matrix to ensure that all formalized and higher-level requirements are traceable.
* Subsequent to the careful evaluation of the requirements by the stakeholders, the Project Lead/PM will obtain commitment from all the stakeholders.
* The formalized requirements document is placed under Configuration Management to establish baseline requirements.
* Elicited customer requirements are managed through Software Requirements Specification (SRS), as applicable.
* Identification & Allocation of Product component requirements along with interface requirements are recorded using SRS, as applicable.
* Analysis & definition of required functionality with respect to the operational concepts & scenarios will be established in SRS, as applicable.
* The Project Manager/Project Lead will provide project requirement measurements collected at that instant of point along with the formalized traceability work product to provide evidence and visibility to the current state of the project and requirements and thus obtain approval from the customer.
* This approval may be to proceed to the next spiral of the requirements evolution or to the development activity in case of project and product development as required.
* All the work products and records such as SRS & RTM are placed in configuration management appropriately as per Configuration Management Procedure.
* Process Compliance Review (PCR) in comparison to the organization process definition is conducted by SQA and closure of the findings for such review is verified in SEPG SQA Monthly Status Report docs.
* Project Manager /Project Lead will analyse client and end user requirements to a granular level before the start of a project, handling Change Request from the clients during project execution and submitting to the Management after the completion of the project.
* Analyse scenarios using “functional analysis” to describe what the product is intended to do, to defining required functionality and quality attributes
* Project Manager /Project Lead will evaluate the customer requirements to assure they can be validated and outline acceptance criteria.

1. **Outputs**

* Software Requirement Specifications
* Technical Design Document
* Project Deliverables
* Project Management Plan
* Review Log
* Change Request Log

1. **Associated Form Templates**

* Software Requirements Specifications.
* Technical Design Document.

1. **Reference /Related Documents**

* Configuration Management Procedure
* Audit Procedure
* Software Quality Assurance Procedure
* Software Requirements Specifications
* Requirements Log