UiPath

Business Analyst Training

Traceability Matrix

Traceability Matrix - a tool to monitor change

What?

A tool that helps tracking the requirements throughout the cycle, helping to ensure that the approved requirements are satisfied by the delivered solution

Why?

- Maps all requirements with the deliverables, reducing the risk that one requirement/ deliverable is forgotten
- Gives the ability to trace the progress from requirement to the test cases & Go-live materials (Procedures, User manuals, etc)
- Helps maintaining a versioning of the business requirements, making easier to identify all the tasks that are impacted by the change
- Ensures that the scope of the project is not expanded by adding new requirement or use-cases that are not specified in the documented requirements

Who?

- For documenting: BA with support of the deliverables' responsible

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When?

➢ Throughout the project cycle, starting with the project approval

How?

➢ Identify all deliverables according to the company's implementation methodology and build a template
➢ Split all requirements (process automation) into smaller sub-processes, exceptions and business – rules and map them with the deliverables
➢ Continuously update the status and changes and make sure the deliverables are provided accordingly
➢ Analyze the deviations

Tool

➢ Sample template and attributes walkthrough: *TraceabilityMatrix_ClientOnboarding_v2_041017*

Thank you!

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