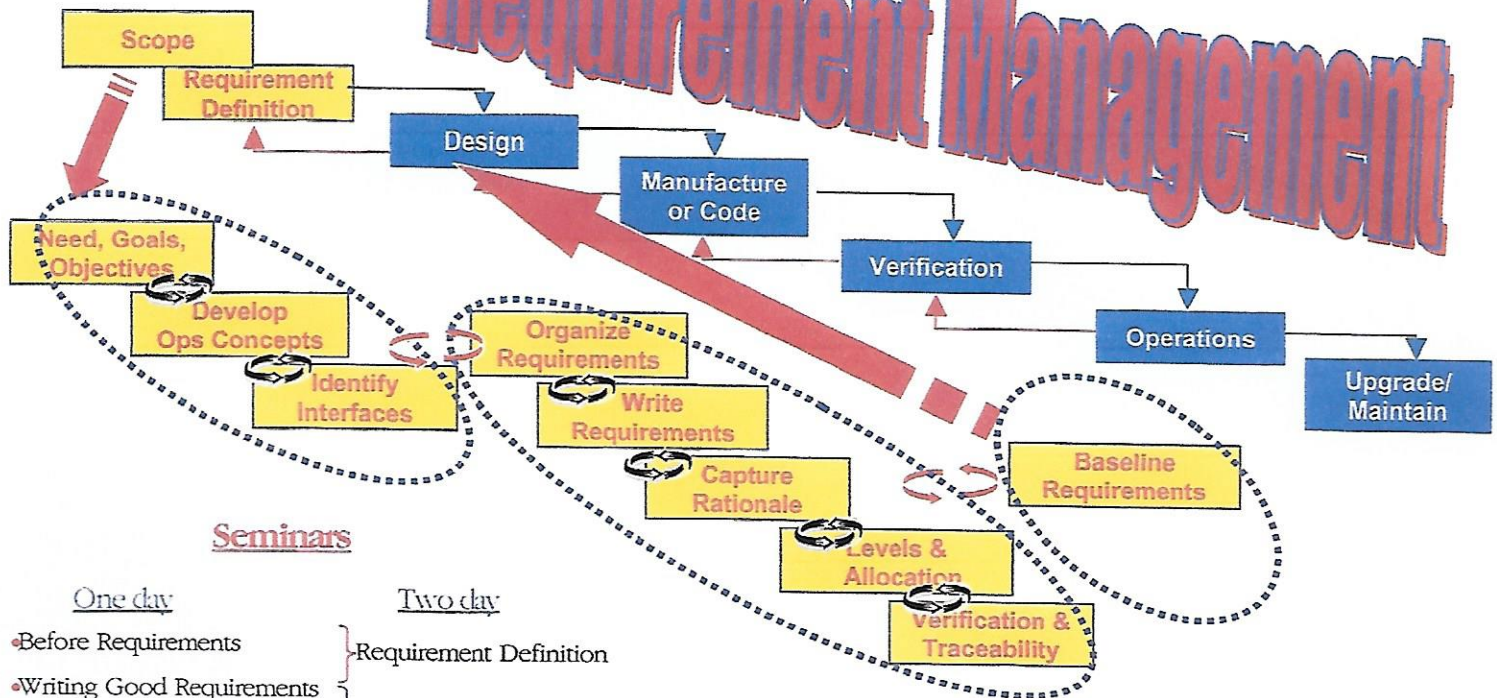


# Requirement Management



## Seminars

### One day

- Before Requirements
- Writing Good Requirements
- Managing Requirements

### Two day

- Requirement Definition
- Requirement Management

- Conducting a Requirement Review—(1 day or 1/2 day when combined with 2 day classes)
- Writing Performance-Based Statements of Work (SOW) – two day
- Work Product Inspection (WPI)
- Moderator for WPI (1 day, with WPI as prerequisite)

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## Good Requirements

A product requirement is: “something the product must do or a quality that the product must have.”

A project requirement is: “the definition of a task to be done or what the provider will deliver.”

A requirement must state:

“Who is responsible” and “What shall be done”

Product requirements:

The system shall operate at a power level of...

The software shall acquire data from the...

The structure shall withstand loads of...

Project requirements:

The provider shall perform a trade study to ....

The provider shall deliver the following documents...

Use correct terms:

Shall = requirement

Will = facts or declaration of purpose

Should = goal

Characteristics of a good requirement:

One thought

Stated Positively

Grammatically correct

Attainable (Technical, Cost, Schedule)

Simple

Needed

Concise

Avoid ambiguous terms to ensure your requirements are verifiable

Capture Rationale

Define Verification method

Ensure Traceability

## Before Requirements

Know where you are going before you write requirements

Define **need, goals and objective**

Identify **all stakeholders**

Identify **drivers**

Define all **external interfaces**

Develop **operational concepts**

Know **risk** before proceeding to requirement definition

Share the **vision**

Set **expectations**

Compliance Automation, Inc. specializes in helping our customers get their requirements right -- the first time. We provide training, mentoring, consultation and facilitation to empower our customers to define the scope of their project and capture the requirements they need before they invest large amounts of money.

