Requirements Management Plan

Project Name: XYZ Company Website

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Last Revised On: 07/20/2020

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

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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

COLLECT PROJECT REQUIREMENTS

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

- A. Interviews
- B. Prototypes
- C. Document Analysis

Documentation will be generated during the collect 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 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 Requirements Traceability Matrix:

- Requirement ID Number
- Requirement name and description

[Requirements Traceability Matrix](#)

A. What
   Weekly project status report will be provided every Friday (except holidays) and will include:
   - Cost performance
   - Schedule performance
   - Any new issues and risks

B. How
   The weekly status update will be distributed through the key stakeholder listing via email distribution
   - Stakeholder communication plan will provide a full list for distribution.
   - Stakeholders will receive all reports in weekly scheduled meetings with time allotted for feedback

C. Who
   the project manager will be providing weekly status updates to the report with assistance from team leads.

D. When
   One a week on Friday's (except holidays)

REQUIREMENTS APPROVAL

APPROVED REQUIREMENTS

- Once the functional, non-functional, business and user requirements have been completed, they will be submitted to the project sponsor for initial review and distribution to the appropriate stakeholders.
- All above requirements documents listed above will also be placed in the project document repository.

REJECTED REQUIREMENTS

- All rejected requirements will be stored in the Project Document Repository for future reference
- The project sponsor and identified Key Stakeholders will have the authority to reject a requirement. Both the project sponsor and key stakeholders will all have to confirm to initiate a requirement rejections
- A requirement rejection form will be completed that will provide comments from the project sponsor and key stakeholders as to the reason for the requirement rejection by each
- The project sponsor and key stakeholder will provide their endorsements of the rejection within the requirement rejection form.

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. REQUIREMENTS TRACEABILITY MATRIX
6. SECURITY requirements
7. PERFORMANCE requirements
8. USABILITY requirements

*(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:

- o **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.
- o **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.
- o **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.
- o **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.
- o **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
  - o High priority within classification will be given immediate attention as per the current schedule
  - o Moderate priority within classification will be given secondary attention as per the current schedule
  - o 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

(Each requirement must be actionable, measurable and testable. For a software development project, each requirement must be decomposed to a level of detail that's sufficient for programming or design. It's the work in quantifying a requirement that helps in determining whether or not the requirement is complete. When project requirements are quantified, the end result is mutually agreed upon acceptance criteria.

Who is responsible for quantifying the project requirements? Who defines the acceptance criteria? Who must agree on the acceptance criteria? List all responsible parties in the Management Approach section, above.)

- 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 confirmed by the lead project analyst and the project manager

REQUIREMENTS VALIDATION

- Completed products/requirements will be validated after successful unit testing by developers
- The project test lead will review unit test results and provide written acceptance to move the product/requirement to the next level of testing
- The project test lead has full authority to either accept or reject the product/requirement, and should it be rejected it will be returned to the original product/requirement developer for correction and repeat unit testing.

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

- A daily review meeting will be conducted to address any requirement/product changes to scope and validate potential cost and schedule impacts.
- The project manager will provide final change approval after scope, cost and schedule reviews

- A weekly project change review meeting will be conducted for monitoring and tracking all changes to requirements.

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, _____, in my capacity as Project Sponsor, approve of this requirements management plan.

Name:
Title:

_____
_____
Signature   Date Approved

ATTACHMENTS

A. DOCUMENTATION FROM COLLECT REQUIREMENTS PROCESS

A.1 Functional Requirements Link: Functional

A.2 Non-Functional Requirements Link: Non-Functional

A.3 Business Requirements Link: Business

A.4 User Requirements Link: User

B. REQUIREMENTS TRACEABILITY MATRIX

B.1 Requirements Traceability Matrix Link: Requirements