

Requirements Traceability Matrix (RTM) Template

Requirement ID	Requirement description	Priority (MoSCoW)	Stakeholder(s)	Project objective	Related data file	Status
FR1	Automate appointment scheduling with conflict detection	Must Have	Administrative Staff	Reduce wait times and scheduling errors	appointment_data.csv	Approved

Explanation of columns:

1. Requirement ID: A unique identifier for each requirement, such as FR (Functional Requirement) and NFR (Non-Functional Requirement). Example: FR1, NFR1
2. Requirement description: A clear and concise statement describing the requirement
3. Priority (MoSCoW): Priority level based on the MoSCoW technique:
 - Must Have: Essential for project success
 - Should Have: Important but not immediately critical
 - Could Have: Desirable but not mandatory
 - Won't Have: Out of scope for the current project
4. Stakeholder(s): The individual or group that raised the requirement
5. Project objective: The specific goal that the requirement helps achieve
6. Related data file: Reference the data file (e.g., appointment_data.csv) or supporting evidence used to justify the requirement
7. Status: The current state of the requirement: Approved, Pending, or Rejected