

# Cert Prep: Project Management Professional (PMP)® (2018)

with Sandra Mitchell

Requirements Traceability Matrix Example

Project Name	New Document Management System							
Cost Center	PM0125							
Project Description	Implementing a new document management system to replace an outdated system							
ID	Requester	Dept.	"Requirements Description"	"Business Need"	WBS ID	Testing	Status	Comments
001	John Smith	Document Control	Add a drop-down list for the department names and numbers.	This ensures that the proper department names and numbers are entered into the system.	3.2	Testing	In progress	Test scripts are being written for this step.
002	Susie Simon	End User	Do a keyword search of all documents in the document management system, regardless of type.	Keyword searches enable quicker searches for documents.	1.2	Keyword search should bring up identified files, regardless of type.	On hold	System is currently unable to search all file types.
003	Patricia Maxwell	Validation	Install password login.	The system should only be accessed by authorized personnel for security reasons.	6.7	Enter password screen pops up.	Not started	