System Name

**REQUIREMENT MANAGEMENT PLAN**

Submitted By

1. Position - Name
2. Position - Name
3. Position - Name
4. Position - Name
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<Date>

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**PURPOSE OF THE REQUIREMENTS MANAGEMENT PLAN**

[Provide the purpose of the Requirements Management Plan. This document should be tailored to fit a particular project’s needs.]

Example:

The Requirements Management plan is used to document the necessary information required to effectively manage project requirements from definition, through traceability, to delivery.

The Requirements Management Plan is created during the Planning Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

**RESPONSIBILITY ASSIGNMENT**

These are all the people and users that is involve in the development of the system .Example of Responsibility Assignment

The main roles and responsibilities for the requirements management process are:

* **Project Owner (PO):** is accountable for all requirements and has the responsibility of approving or rejecting requirement documentation including the priorities of each requirement.
* **Project Steering Committee (PSC):** is informed about the status of the requirements gathering process and on changes to the approved requirements documentation and priorities.
* **Business Manager (BM):** is consulted for the tailoring and elaboration of the requirements documentation and the priorities. The Business Manager (BM) is responsible for identifying the relevant User Representatives (UR) that can be a source in the requirement gathering process like e.g. participation in workshops and interviews. In addition, the Business Manager (BM) identifies the User Representatives (UR) that will participate in deliverable testing during deliverable acceptance.
* **Solution Provider (SP):** is informed on the status of the requirements gathering and management processes.
* **Project Manager (PM):** is responsible for managing, monitoring, controlling and reporting the status of the requirement documentation and processes, including identifying, documenting, evaluating, prioritising, approving and validating requirements. The PM can assign specific tasks to a Project Core Team (PCT) member or to another project stakeholder, as e.g. a business analyst.
* **Project Core Team (PCT):** is informed on the status of the requirements gathering and management processes. Some team members may support the PM in the requirements management related activities. A business analyst may be part of the PCT.
* **Appropriate Governance Body (AGB):** is informed on the status of the requirements gathering and management processes.

**TOOLS AND TECHNIQUES**

The following techniques will be used for requirements management:

|  |  |
| --- | --- |
| **Techniques** | **Description** |
| Interviews |  |
| Brainstorming |  |
| Workshops |  |
| Observation |  |
| Date night with client |  |
| Video Conference |  |

**PROCEDURES**

|  |  |
| --- | --- |
| **Techniques** | **Procedures (Steps)** |
| Interviews | 1. Set and interview 2. Ask question about the needs/ request on the development of the system 3. Document and finalize the answer of the client |
| Brainstorming |  |
| Workshops |  |
| Observation |  |
|  |  |
|  |  |

**WORKFLOWS AND ACTIVITIES**

List all workflows of the business or clients’ processes being made. You should also elaborate all steps and processes on your system. Each process will have a corresponding steps or discussion

Example:

**User Registration:**

1. System user will fill up all the forms and inputs needed.
2. All inputs will be validated if the formats are correct
3. After validation, computation of fees might need to proceed
4. If fees are collected, the system will proceed to payment form to finish the transaction
   1. Fees are collected as follows based on the user type and qualifications
      1. User A = 100
      2. User B = 200
      3. User C = 300
5. After payment or completing the inputs, all data will not save to the database.

**Computation of prices and other fees**

1. Step 1
2. Step 2
3. Step 3
4. Step 4

**CHANGE MANAGEMENT**

**Requirements change management**

*<Customise the process that will be used to manage change to the requirements for this project.>*

Example:

Requirements may change as well as new requirement may come-up during the execution phase of the project. As the project started with an approved set of requirements the project manager needs to manage changes to the requirements in a formal way. Any changed or new requirement should:

* be logged using the *Change Request Form,*
* follow the requirements management process as described in chapter 3 of this document,and
* be processed through change control as described in the *Project Handbook* or the related *Project Change Management Plan*.

**REQUIREMENTS PRIORITIZATION PROCESS**

Prioritizing requirements is an important part of requirements management. Developers or service providers do not always know what requirements are most important to a customer. Conversely, customers do not always understand the scope, time, and cost impacts of their requirements on a project. Collaboration among all stakeholders is a necessary part of establishing project requirement priorities. If cuts need to be made to scope, time, or cost, this list of priorities will provide a better understanding of where the team should focus to deal with the constraints placed upon the project. One way to do this is to group requirements into priority categories such as high, medium, and low priority based upon the importance of the requirement. There may be hundreds of requirements in a large project so this type of categorically-based method is helpful.

NOTE: There are many methods by which requirement priorities are determined. Depending on the size and complexity of the project, further prioritization methods should be explored.

The COMPANY ABC project manager will facilitate stakeholder meetings in order to establish priorities for all project requirements. This project will use a three-level scale in order to prioritize requirements. The chart below illustrates these levels and defines how requirements will be grouped:

