

REQUIREMENTS LEAD

This checklist captures project related tasks performed by a requirements lead.

Requirements Tasks

- PRL-1* Be the primary technical resource on the project's requirements.
- PRL-2* Oversees any JAD sessions, requirements prototyping, user interviews, modeling, or other requirements elicitation and analysis activities.
- PRL-3* Works closely with design and construction lead to determine feasibility of requirements.
- PRL-4* Creates and maintains the SRS, diagrams, database, and any other artifacts that capture system requirements.
- PRL-5* Perform requirements tracing.
- PRL-6* Oversee planning and implementation of requirements tools.

Project Management Tasks

- PRL-7* Identify requirements related risks.
- PRL-8* Set up and maintain tools and processes for change management.
- PRL-9* Do MBWA and other management of requirements issues.

Planning and Tracking Tasks

- PRL-10* Provides work breakdown for requirements related tasks.
- PRL-11* Estimate requirements related tasks.

CCB Tasks

- PRL-12* Organize the regular CCB meetings.
- PRL-13* Prepare the issues list for CCB meetings.
- PRL-14* Create and maintain reports of the CCB meetings.
- PRL-15* Work with the QA lead to differentiate between defects and change requests.
- PRL-16* Escalate issues as necessary to the project business manager.

Release Creation Tasks

- PRL-17* Note the requirements delivered for a release.
- PRL-18* Collect and record measures for project log and archive artifacts as appropriate.