The Requirements Management Plan is part of the project management plan. It specifi es how requirements activities

will be conducted throughout the project. Managing requirements activities includes at least:

• Planning activities such as:

• Collecting

• Analyzing

• Categorizing

• Prioritizing

• Documenting

• Determining metrics

• Defi ning the traceability structure

• Managing activities such as:

• Tracking

• Reporting

• Tracing

• Validating

• Performing confi guration management

Use the information from your project to tailor the form to best meet your needs.

The Requirements Management Plan can receive information from:

• Project Charter

• Stakeholder Register

It is related to:

• Scope Management Plan

It provides information to:

• Requirements Documentation

• Requirements Traceability Matrix

The Requirements Management Plan is an output from the process 5.1 Plan Scope Management in the

*PMBOK® Guide—*Fifth Edition.

You can use the element descriptions Table 2.3 to assist you in developing a Requirements Management Plan.

**REQUIREMENTS MANAGEMENT PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title:** |  | **Date:** |  |
| **Collection** | | | |
|  | | | |
| **Analysis** | | | |
|  | | | |
| **Categories** | | | |
|  | | | |
| **Documentation** | | | |
|  | | | |
| **Prioritization** | | | |
|  | | | |

**REQUIREMENTS MANAGEMENT PLAN**

| **Metrics** |
| --- |
|  |
| **Traceability Structure** |
|  |
| **Tracking** |
|  |
| **Reporting** |
|  |
| **Validation** |
|  |
| **Configuration Management** |
|  |