A Requirements Traceability Matrix is used to track the various attributes of requirements throughout the project

life cycle. It uses information from the Requirements Documentation and traces how those requirements are

addressed through other aspects of the project. The following form shows how requirements would be traced to

project objectives, WBS deliverables, the metrics they will be measured to, and how they will be validated.

Another way to use the matrix is to trace the relationship between categories of requirements. For example:

• Functional requirements and technical requirements

• Security requirements and technical requirements

• Business requirements and technical requirements

An Inter-Requirements Traceability Matrix can be used to record this information. A sample form is included

after the Requirements Traceability Matrix.

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

Requirements Traceability Matrix can receive information from:

• Scope Management Plan

• Requirements Management Plan

• Stakeholder Management Plan

• Project Charter

• Stakeholder Register

It is related to:

• Requirements Documentation

It provides information to:

• Product Acceptance

• Change Requests

Requirements Documentation is an output from the process 5.2 Collect Requirements in the *PMBOK®*

*Guide—*Fifth Edition.

You can use the element descriptions in Table 2.5 and Table 2.6 to assist you in developing a Requirements

Traceability Matrix and an Inter-Requirements Traceability Matrix.

**REQUIREMENTS TRACEABILITY MATRIX**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title: |  | Date Prepared: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requirement Information** | | | | | **Relationship Traceability** | | | |
| **ID** | **Requirement** | **Priority** | **Category** | **Source** | **Objective** | **WBS Deliverable** | **Metric** | **Validation** |
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**INTER-REQUIREMENTS TRACEABILITY MATRIX**

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| --- | --- | --- | --- |
| **Project Title:** |  | **Date Prepared:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Business Requirement** | **Priority** | **Source** | **ID** | **Technical Requirement** | **Priority** | **Source** |
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