

For detail regarding the practice of Requirements Management, please refer to the Requirements Management Practices Guide

Instructions For Completing This Document

1.)	Complete the Project Name, C/I/O, Project Manager Name, and Project Description fields
2.)	For each issue identified, complete the following:
	ID: A unique ID number used to identify the traceability item in the requirements traceability matrix.
	Associated ID(s): This column should contain the ID of any associated utilities used for requirements tracking such as a repository, pipeline document, etc.
	Technical Assumption(s) or Customer Need(s): This column should be populated with a description of the technical assumption or customer need linked to the functional requirement.
	Functional Requirement: This column should be populated with a description of the functional requirement.
	Status: This column should be populated with the current status of the functional requirement.
	Architectural/Design Document: This column should be populated with a description of the architectural/design document linked to the functional requirement.
	Technical Specification: This column should be populated with a description of the technical specification linked to the functional requirement.
	System Component(s): This column should be populated with a description of the system component(s) linked to the functional requirement.
	Software Module(s): This column should be populated with a description of the software module(s) linked to the functional requirement.
	Test Case Number: This column should be populated with the test case number linked to the functional requirement.
	Tested In: This column should be populated with the module that the functional requirement has been tested in.
	Implemented In: This column should be populated with the module that the functional requirement has been implemented in.
	Verification: This column should be populated with a description of the verification document linked to the functional requirement.
	Additional Comments: This column should be populated with any additional comments

REQUIREMENTS TRACEABILITY MATRIX

Project Name:	<Implementing Cardinal Cupboard>		
National Center:	<required>		
Project Manager Na	<required>		
Project Description:	<required>		
ID	Assoc ID	Technical Assumption(s) and/or Customer Need(s)	Functional Requirement
001			The Cardinal Cupboards website will have a landing page.
002			2.The Cardinal Cupboards website will have an about us page.
003			3.The Cardinal Cupboards website will have a volunteer's page.
004			4.The Cardinal Cupboards website will have a donations page.
005			5.The Cardinal Cupboards website will have an events page.
006			6.The Cardinal Cupboards website will have a contact us page.
007			7.The Cardinal Cupboards website will have a calendar.
008			8.The Cardinal Cupboards website will have the location listed.
009			9.The Cardinal Cupboards website will have the hours of operation listed.
010			10.The Cardinal Cupboards website will have a forum to schedule appointments for Grab and Go.
011			11.The Cardinal Cupboards website will have a forum to alert them for a food pickup opportunity.
012			12.The Cardinal Cupboards website will have a list of each major employee.
013			13.The Cardinal Cupboards website will have pictures of each major employee.
014			14.The Cardinal Cupboards website will have the mission statement of the Cardinal Cupboard.
015			15.The Cardinal Cupboards website will have the impact of the Cardinal Cupboard.
016			16.The Cardinal Cupboards website will have the timeline of events of the Cardinal Cupboard.
017			17.The Cardinal Cupboards website will have a volunteers opportunities section.
018			18.The Cardinal Cupboards website will have a forum to talk about volunteering.
019			19.The Cardinal Cupboards website will have ways to sign up to volunteer.
020			20.The Cardinal Cupboards website will have information on the ways to physically donate.
021			21.The Cardinal Cupboards website will have information on the ways to digitally donate.
022			22.The Cardinal Cupboards website will have information on the ways to donate in-person.
023			23.The Cardinal Cupboards website will have a donation button.
024			24.The Cardinal Cupboards website will have an adaptable calendar.
025			25.The Cardinal Cupboards website will have a forum for telling people about events.
026			26.The Cardinal Cupboards website will have emails to contact individuals with.
027			27.The Cardinal Cupboards website will have phone numbers to call for contact.
028			28.The Cardinal Cupboards website will give information about each employee.
029			29.The Cardinal Cupboards website will explain the volunteer requirements.
030			30.The Cardinal Cupboards website will explain the volunteers' jobs.
031			31.System will be able to backup and recovery information.
032			32.Website will have a staff section to manage inventory.
033			33.Website will have a staff section tokeep track of pounds of food composted.

REQUIREMENTS TRACEABILITY MATRIX

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National Center:	<required>		
Project Manager Na	<required>		
Project Description:	<required>		
ID	Assoc ID	Technical Assumption(s) and/or Customer Need(s)	Functional Requirement
034			34.Website will have a staff only section to record food given to the community.

REQUIREMENTS TRACEABILITY MATRIX

	Project Name:	<Implementing Cardinal Cupboard>
	National Center:	<required>
	Project Manager Name:	<required>
	Project Description:	<required>

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Requirements Traceability Matrix								
				Project Name:		<Implementing Cardinal Cupboard>		
				National Center:		<required>		
				Project Manager Name:		<required>		
				Project Description:		<required>		
Status	Architectural/Design Document	Technical Specification	System Component(s)	Software Module(s)	Test Case Number	Tested In	Implemented In	Verification
In Progress								

[illegible]

Additional Comments