

# <Implementing Cardinal Cupboard> Requirements MANAGEMENT PLAN

Version <1.0>

<01/31/2022>

## VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Hannah Sadikovic, Matthew Roth, Mikhaela Mueller, Ben Rome, Jacob Neel, Yashkumar Patel	<01/31/22>	<Hannah Sadikovic, Matthew Roth, Mikhaela Mueller, Ben Rome, Jacob Neel, Yashkumar Patel>	<01/31/22>	Initial Requirements Management Plan draft

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## 1 Introduction

### 1.1 Purpose of The Requirements Management Plan

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.

## 2 Requirements Management Overview

### 2.1 Organization, Responsibilities, and Interfaces

The following are the currently assigned roles to each team member (these roles are subject to change):

Requirements Analyst: Hannah Sadikovic

Systems Analyst: Jacob Neel

Systems Analyst: Matthew Roth

Developer: Ben Rome

Developer: Mikhaela Mueller

Project Manager: Yashkumar Patel

### 2.2 Tools, Environment, and Infrastructure

Computing Environment: TBD

Software and Tools required to control Requirements Items throughout project lifecycle: TBD

## 3 Requirements Management

### 3.1 Assumptions/Constraints

We are assuming that we can complete the requirements defined by Off By One and the Concept Squad before the end of the semester. We are constrained by having no set budget for the project and the amount of time each member can contribute to the project.

### 3.2 Requirements Definition

We will use the requirement defined by the Off By One and the Concept Squad to define the requirement for improving the business processes of Cardinal Cupboard. The system requirements defined by each group will be added into the requirement traceability matrix document.

### 3.3 Requirements Traceability

We will use an excel document as our requirements traceability matrix and each requirement will have its status and testing tracked within the document.

### 3.4 Workflows and Activities

Review Objectives: Objectives will be reviewed. Responsibilities: Responsibilities will be assigned to each team member based upon skill with task, as well as current objectives. Timing: In order for proper workflow to occur, timing is critical. Therefore, all goals must be completed on time, regardless of the task. Procedures: Procedures will be strictly observed in all circumstances. Review Activities: Careful review will be employed for every activity. An activity cannot be completed until review has taken place.

### 3.5 Change Management

Problems and changes are reviewed, edited and installed through negotiation amongst team members within the group.

The process will begin by deciding what the problems at hand are or what changes need to be made. Through discussion, the team will work through several scenarios that will lead to the best solution. This solution will then be implemented and reviewed. Some constraints may include disagreement between members, lack of time, or a solution that doesn't fit well. In this case, the team will have to consider other options and act accordingly.

To manage the change, all members will need to participate and share ideas. This should be monitored by a team leader.

#### Requirements Management Plan Approval

The undersigned acknowledge they have reviewed the [<Implementing Cardinal Cupboard>](#) **Requirements Management Plan** and agree with the approach it presents. Changes to this Requirements Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are required. Examples of such individuals are Project Sponsor, Business Steward, Technical Steward and Project Manager. Add additional signature lines as necessary.]

Signature:	Hannah Sadikovic	Date:	1/31/2022
Print Name:	Hannah Sadikovic		
Title:			
Role:	Requirements Analyst		
Signature:	Mikhaela Mueller	Date:	1/31/2022
Print Name:	Mikhaela Mueller		
Title:			
Role:	Developer		
Signature:	<i>Matthew Roth</i>	Date:	1/31/2022
Print Name:	Matthew Roth		
Title:			
Role:	Systems Analyst		

Signature:	Jacob Neel	Date:	1/31/2022
Print Name:	Jacob Neel		
Title:			
Role:	Systems Analyst		
Signature:	Ben Rome	Date:	1/31/2022
Print Name:	Ben Rome		
Title:	Developer		
Role:			
Signature:	Yash patel	Date:	1/31/2022
Print Name:	Yashkumar Patel		
Title:			
Role:	Project Manager		

## Appendix A: References

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
Cardinal Cupboard Elaboration (Concept Squad)	Elaboration Spec from CIS 320 Team	MS Teams > Documents > General > Assignment 2
Cardinal Cupboard Elaboration (Foireann Suaite)	Elaboration Spec from CIS 320 Team	MS Teams > Documents > General > Assignment 2

Cardinal Cupboard Elaboration (Off By One)	Elaboration Spec from CIS 320 Team	MS Teams > Documents > General > Assignment 2
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## Appendix B: Key Terms

The following table provides definitions for terms relevant to this document.

Term	Definition
Elaboration Spec	Document Produced by the Design Team, used as the starting point for the project.