Requirements Management Plan Checklist

**Introduction**

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|  | Includes the purpose of the requirements management plan |
|  | Defines the scope of the document |
|  | Addresses planning considerations based on organizational and project methodology |
|  | Includes definitions of terms and acronyms |

**Requirements Management**

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|  | Lists stakeholders’ names, titles, and roles in the requirements process |
|  | Includes processes and techniques that will be used to elicit, analyze, and document requirements |
|  | Lists requirements related milestones |
|  | Lists requirements related tasks (discrete units of work) along with assigned resources and effort estimates |
|  | Describes tools used for requirements related tasks/techniques |
|  | Lists assumptions related to requirements |
|  | Describes the approach to tracing requirements back to business objectives |
|  | Describes the requirements attributes to be documented |
|  | Describes the requirements reports to be produced |
|  | Describes the requirements metrics to be captured |

**Change Management**

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|  | Describes the steps in the change management process that suit the size and complexity of the project |
|  | Defines change management process roles and responsibilities |

**Risk Management**

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|  | Lists stakeholders involved in risk management activities |
|  | Describes preliminary project risks |

**Training and Resources**

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|  | Describes personnel and training required for requirements management activities |

**Communication**

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|  | Includes activities and techniques that will be used to communicate with stakeholders |