Requirements Engineering Plan

Customer

Project

**Revision History**

| **Version** | **Date** | **Change Description / Reason** | **Author** |
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# Overview

The Requirements Engineering Plan is established to provide information for the project team so that everyone shares a common understanding of how requirements are defined, stored, and maintained, for their project.

# Purpose and Scope

A diagramme is to be inserted here to show the scope of the RE Plan, including interfaces to tools and information outside of the scope of the RE Plan, e.g. interface between requirement specifications, test specification and DaVinci.

# Requirement Engineering Change Control Board (RE CCB)

Changes to this document shall be confirmed by RE CCB. Current members are:

|  |  |
| --- | --- |
| **Name** | **Department** |
| <Name> (Head of RE CCB) | <Department> |
| <Name> | <Department> |
| <Name> | <Department> |
| <Name> | <Department> |
| <Name> | <Department> |

Everyone in the project team who is involved in requirements engineering could propose changes to Requirement engineering plan (RE Plan), if required, to head of RE CCB.

If a change of this document is required, the head of RE CCB shall invite for a spontaneous RE CCB meeting to process and confirm changes on this document. There is no cyclic meeting of RE CCB.

# Reference documents

|  |  |
| --- | --- |
| **MHE-PE-21** | Requirements Elicitation |
| **MHE-PE-22** | System Requirements Analysis |
| **MHE-PE-04** | Requirements Analysis of Product-related Software |
| <Document> CM-Plan | <Path> |
| <Document> Project Manual | <Path> |
| <Document> SW - Project Manual | <Path> |
| <Document> Master Test Strategy | <Path> |

# Abbreviations and definitions

|  |  |
| --- | --- |
| DB | Data Base |
| HW | Hardware |
| NA | Not Applicable |
| RE | Requirements Engineering |
| RE CCB | Requirements Engineering Change Control Board |
| SW | Software |
| tbd | To Be Defined |
|  |  |
|  |  |
|  |  |
|  |  |

# Deviations

## Deviations from Procedures

Deviations from procedures have to be described here.

## Deviations from Templates

Deviations from templates have to be described here.

# Roles and Responsibilities

The description of Responsibilities and Task could be found in Project Manual.

List here the roles for the project which task the roles have to perform.

The following table may be extended to include verification and validation responsibilities, but more likely this information is documented in the Test Plan.

|  |  |
| --- | --- |
| **Role** | **Responsible** |
| Customer | Note here who is responsible for representing the role of customer. Perhaps it really is someone from the customer organization, or perhaps the role is taken by a MHE employee |
| System Analyst | Note here who is overall responsible for the whole of the System Requirements Specification. Even if the task is divided into parts for Function Owners to be responsible for parts, someone is responsible for the overall specification. |
| System Architect | Note here who is overall responsible for the whole of the System Architecture. Even if the task is divided into parts for Function Owners to be responsible for parts, someone is responsible for the overall specification particularly for the specification of internal interfaces at the system level. |
| Software Analyst | Note here who is overall responsible for the whole of the Software Requirements Specification. Even if the task is divided into parts for Function Owners to be responsible for parts, someone is responsible for the overall specification. |
| Software Architect | Note here who is overall responsible for the whole of the Software Architecture. Even if the task is divided into parts for Function Owners to be responsible for parts, someone is responsible for the overall specification particularly for the specification of internal interfaces within the software. |
| Hardware Engineer | Note here who is overall responsible for the whole of the Hardware Specification. Even if the task is divided into parts for Function Owners to be responsible for parts, someone is responsible for the overall specification. |
| Developer | Note here who is responsible for which parts of the implementation including design. |
| Function Owner | Note here who is responsible for ensuring that functions are implemented as required. Be specific for each function or functional area. This includes a responsibility from understanding customer requirements through implementation to reviewing relevant parts of the verification and validation plans. |
| Chief Requirements Engineer | Note here who is responsible for coordinating the whole left side of the V model. This person reports to the Project Manager, and is the person that is responsible that all agreed customer requirements are implemented. |
|  |  |
|  |  |

## Baseline and communication Matrix

Describe in the table below at what point of time a baseline for each DOORS module has to be drawn. Fill in who is responsible for drawing the Baseline and also list the roles who have to be informed about the new Baseline.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Product** | **When a Baseline shall be drawn?** | **Information to  (Changes / Baseline:)** | **Responsible** |
| Customer Requirements Specification | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| System Requirements | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| System Interfaces | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| System Structure | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| Software Requirements | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| Software Interfaces | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| Software Structure | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| Hardware Requirements | Describe here at which point of time a baseline of this module shall be created. | <Roles to inform> | <Name> |
| Hardware Architecture | Describe here at which point of time a baseline of this module shall be drawn. | <Roles to inform> | <Name> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# DOORS Setup

## Project Database

The <Projectname> is located on <DOORS DATABASE X> in the substructure <DOORS SUBSTRUCTURE>

URL: <URL to the project in DOORS>

## Naming of DOORS Modules

If a special naming convention for DOORS modules is used in the project then describe it here.

## Information Model

Add Link to the Information Model, if the Information Model is described and depicted in DOORS otherwise describe and show here the Information Model, how the different DOORS modules are connected.

Link to documentation of Information Model in DOORS: <Link to Information Model>

### Which one of the provided information model templates was selected?

Document here the Type of Information Model template which was selected for the Project. Currently only Information Model 1 is available. Document also the reasons for selecting a certain information model.

Link to Information Model template in DOORS:

<Link to Information Model Template on DOORS DB5> (<Name of Process Release>)

### DOORS Modules

In this chapter describe in few words what will be the content for each DOORS module with relation to the project, and which views are defined to aid creation, viewing and maintenance of the information. For who is responsible for each role listed here, see the section Roles and Responsibilities.

#### Customer Documents

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### System Requirements

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### System Structure

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### System Interfaces

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### Software Requirements

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### Software Structure

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### Software Interfaces

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### Module and Unit Design

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### HW Architecture Specification

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### HW Requirement Specification

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

#### Mechanical Design Documents

Describe here in few words what the content of the module will be in relation to the project.

Responsible: <Responsible Role>

### Attributes

Link to the attributes used in the project.

URL: <Definition of DOORS Attributes and Views>

### Views

Link to the public views used in the project.

URL: <Definition of DOORS Attributes and Views>

### Access rights for the creation of attributes and views

Describe here the access right for creating, changing and deleting views and/or attributes or refer to another document where these rights are defined e. g. “SW and HW Development Roles and Access Rights\_8308.xls”

# Workflows

In this chapter document and describe additional project specific workflows.

## Customer Requirements Exchange Workflow

Describe here the requirements exchange workflow with the customer.

## Baseline Concept

Describe here the baseline strategy in the project and the naming convention for drawing up baselines. If there are differences between the several modules, describe them here.

## Change Management

Describe here the Change Management of requirements or link to an external document where this is described.

## Configuration Management

Describe here the Configuration Management of requirements or link to an external document where this is described.

## Working across time-zones and different locations

Describe here the work rules if working across different time-zones is necessary.

## Reviews

Describe here the review handling of requirements or link to a guideline.

# Guidelines

## Access Rights

Describe here the access rights to the DOORS modules or link to external document where the access rights are defined.

## Shareable Edit Mode

Describe here which DOORS module is divided into different sections.

### System Requirements Specification

System Requirement Specification is divided in different sections at level 3

## Requirements Style