**Requirement Management Plan**

**<CLIENT NAME>**

**<Project Name>**

**<Version Number>**

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| **Document Revision Control Table** | | | | | |
| **Version No.** | **Date Revised** | **Change Description** | **A/M/D (Add/Modify/ Deleted)** | **Prepared By** | **Approved By** |
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1. **Introduction**

*[Provide the overview of the Requirement Management Plan and explain how it defines the strategy to manage the project's requirements.]*

**1.1 Purpose**

*[Define the purpose of creating the Requirement Management Plan.]*

**1.2****Stakeholders**

*[Give details of the stakeholders involved in the requirement management.]*

**1.3 Scope**

*[Give details of the project's scope and define the broad outlines of requirement boundaries.]*

**1.4 Definitions**

*[Define any of the technical or business acronyms and abbreviations used in the plan.]*

**1.5 References**

*[List down any of the other reference documents that are mentioned in the plan.]*

1. **Requirement Management**

*[Define all the aspects that are to be taken care of for managing the requirements of the project/product.]*

**2.1 Requirement Gathering**

*[Define the techniques and approaches to be used for requirement elicitation.]*

**2.2 Requirement Traceability**

*[Describe the strategy and tools the project will use to trace the project requirements throughout the life cycle.]*

**2.3****Requirement Analysis**

*[Define the techniques and approaches to be used for requirement analysis.]*

**2.4 Requirement Modeling**

*[Give details of the models that will be created to depict information and the modeling notation languages.]*

**2.5 Requirement Documentation**

*[List out all the documents that are supposed to be created to define requirements. Also, specify the level of details that should be included within and the organizational templates that should be used.]*

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**2.6 Requirement Review**

*[List down all the review activities, checklists, and peer reviews that will be carried out to verify the documented requirements.]*

**2.7 Quality Standards**

*[Describe the standards that should be followed while gathering and reporting requirements.]*

1. **Requirement Categories**

*[Mention all the broad categories or types of requirements that will be a part of the project.]*

1. **Configuration Management**

*[Describe how the different versions of the documents will be managed, what is the central location to save the project documents, what is the document nomenclature and other associated details.]*

1. **Requirement Tools**

*[List down the name and the associated details of all the tools that are supposed to be used for requirement elicitation and management.]*

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1. **Requirement Metrics**

*[Define the metrics that will be used to qualitatively and quantitatively assess the requirement documents created for the project.]*

1. **Reporting Structure**

*[Laydown the reporting structure that will be followed for the associates that are expected to carry out the requirement-related activities along with their roles and responsibilities.]*

1. **Change Management**

*[Laydown the process that will be followed in case there are changes to the project requirements and the approving authority.]*

**APPENDICES**

**Appendix A.** Requirement Documentation Templates

**Appendix B.** Requirement Checklist

**Appendix C.** Requirement Quality Standard