

21_elicit_stakeholder_requirement

21_Elicit_Stakeholder_Requirement

Purpose

The purpose of this process is to gather and understand all stakeholders requirements throughout the lifecycle of the product, so as to establish a requirement baseline for the product development project.

このプロセス目的は、製品開発プロジェクトの要件ベースラインを確立する為に、すべての利害関係者の要件を収集して理解することです。

Process Relation

SYS.1 Requirements Elicitation

Objectives

The objectives of this activity are,

- to receive all stakeholders requirements,
- to analyze the feasibility and risk of all stakeholders requirements, and
- to set the baseline of the requirements for the scope phase.

この活動の目標は、

- すべての利害関係者要件を受け取り、
- すべての利害関係者要件の実現性とリスクを分析し、そして
- 対応するフェーズにおける要件ベースラインを設定すること。

This activity considers every [Project Phases](#) however the main focuses are following 3 inquiry phases.

この活動は、全てのプロジェクトのフェーズを考慮するが、以下の3つの問い合わせフェーズに主眼を置く。

- [Request Phase](#) as RFI,
- [Preparation Phase](#) as RFQ, and
- [Installation Phase](#) as Early timing of Product Development.

- 要求フェーズ[RFI]
- 準備フェーズ[RFQ]
- 導入フェーズ：製品開発の初期

Input Work products

- Received Stakeholder Requirements
 - Customer requirements
 - Organization Requirements
- Requirement History
- [Project Statement of Work](#)

- 受領した利害関係者要件
 - 顧客要件
 - 組織要件
- 要件履歴
- プロジェクトSoW

Output Work products

- [Requirement Management Plan](#)
- [Stakeholder Requirements Review](#) method
 - Review criteria of stakeholder requirements
 - Acceptance criteria of stakeholder requirements
- [Stakeholder Requirement Baseline](#) as a kind of the specific revision tag of Stakeholder Requirement and [Stakeholder Requirement Analysis Report](#).
- [Stakeholder Requirements Review](#) Record
- [Stakeholder Q and A List](#)
- 要件管理計画書
- 利害関係者要件レビュー方法
 - 利害関係者要求レビュー基準
 - 利害関係者要件受入基準
- 利害関係者要件および分析報告の一種の特定の改訂タグとしての、利害関係者要件ベースライン。
- 利害関係者要件レビュー記録
- 質疑応答リスト(Q&Aリスト)

Process Practices

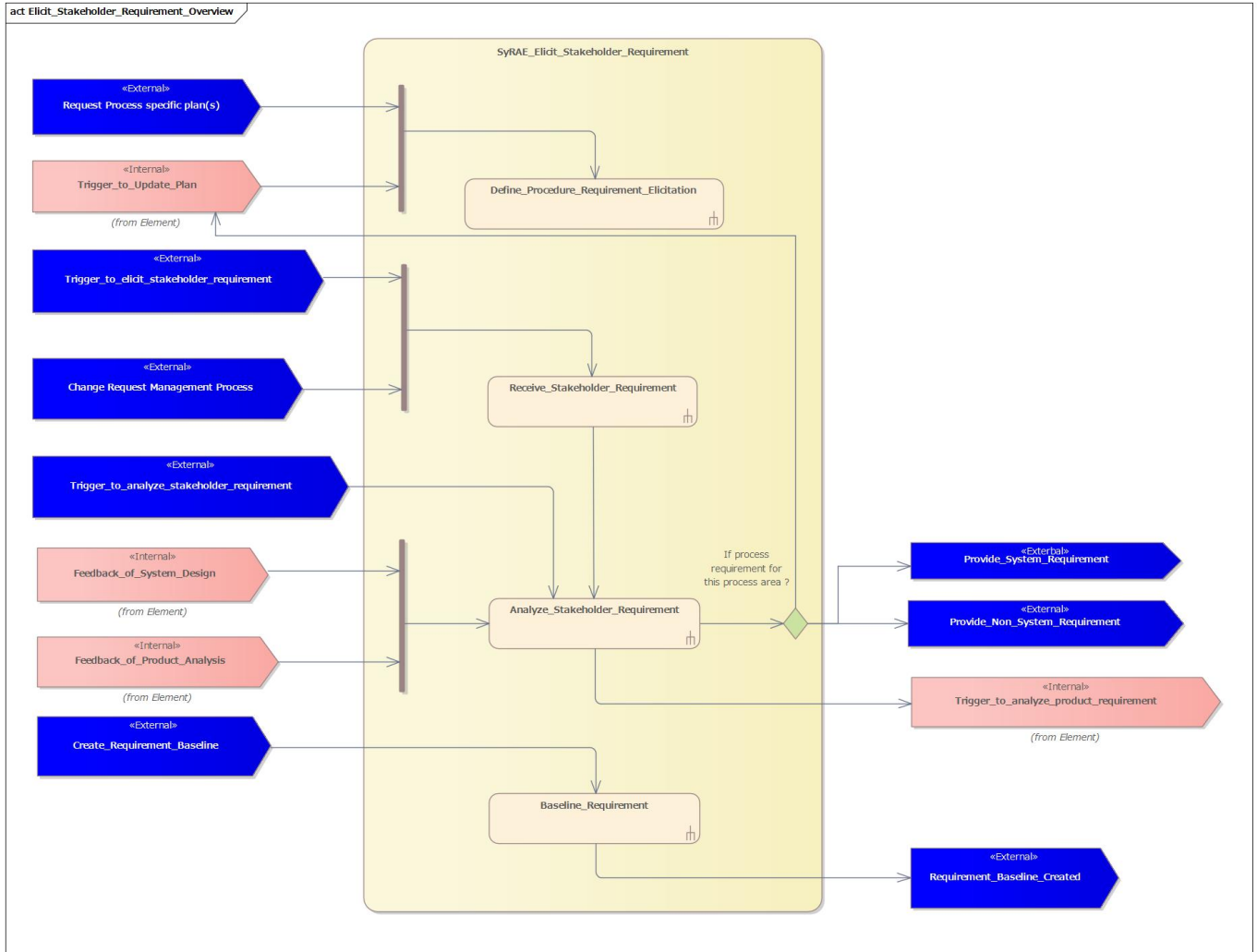
Entry & Exit conditions (triggers)

- **Start triggers**
 - Request from Project to do planning (or updating) of requirement elicitation process.
 - Stakeholder requirements are received (or updated), or analysis request by [project management](#) including the case that new inquiry phase is started.
- **Start Conditions**
 - Project SoW including necessary information has already issued, even as draft version at that timing.
- **Exit triggers**
 - The set of the baseline is notified, which includes the case that e.g. RFQ response to customer is ready as such phase.
- **Exit Conditions**
 - All applicable stakeholder requirements and corresponding analysis results have already been available in [Requirement Datastore](#) for the use of following process.
- **開始トリガー**
 - プロジェクトからの要件獲得プロセスの計画作成(更新)の要求
 - 利害関係者要件の受領(または更新)、またはプロジェクト管理からの分析依頼(新しい引合フェーズの開始の場合を含む)
- **開始条件**
 - プロジェクトSoWが必要な情報を含めて発行されている(その時点での暫定版だとしても)
- **終了トリガー**
 - 設定されたベースラインの通知、それはフェーズにより例えば顧客へのRFQ回答の準備が出来た場合の通知を含みます。
- **終了条件**
 - すべての適用できる利害関係者要件と対応する分析結果は、以降のプロセスで利用出来る。

Process Flow

Process Overview

Standard_Process_Framework.Standard_Process.SyRAE_Process.Business
Process.2021_02.Elicit_Stakeholder_Requirement.Elicit_Stakeholder_Requirement_Overview



Note:

- Arrow to top surface goes to Activity Initial in the activity
- Arrow from bottom surface comes from Activity Final in the activity
- Arrow to side surface goes to intermediate flow in the activity
- Arrow from side surface comes from intermediate flow in the activity

Activity	Description(En)	Description(Jp)
Define_Procedure_Requirement_Elicitation	The activity creates all kinds of plans which are related to requirements elicitation.	この活動は、要件獲得に関連がある全ての計画をつくります。
Receive_Stakeholder_Requirement	This activity receives all stakeholders requirements, stores it into datastore, and then understands the stakeholders needs.	この活動はすべての利害関係者要件を受け取って、データ・ストアにそれを保存して、そして、利害関係者のニーズを理解します。

Activity	Description(En)	Description(Jp)	
Analyze_Stakeholder_Requirement	This activity classifies each stakeholder requirements into system requirements or non-system requirements, and analyzes the feasibility of each system requirements.	この活動は各々の利害関係者要件をシステム要件または非システム要件に分類して、各々のシステム要件の実現可能性を分析します。	
Set_Stakeholder_Requirement_Baseline	This activity sets the baseline of stakeholder requirements, and then notifies the related roles.	この活動は利害関係者要件のベースラインを決めて、そして、関連した役割に通知します。	
Signal		Description(En)	Description(Jp)
Request Process specific plan(s)	Input from project management	Start of planning is triggered by overall project.	計画作成の開始がプロジェクト全体で引き起こされます。
Trigger_to_Update_Plan	Input occurred within this process.	Needs of updating plan by this process itself internally.	本プロセス自体の内部的な計画更新の必要性。
Trigger_to_elicit_stakeholder_requirement	Input from project management	Elicitation of stakeholder requirement is requested by project.	プロジェクトからの利害関係者要件の獲得の要求。
Change Request Management Process	Input according to change request	As a part of estimation activity of change request process.	変更要求の見積もり活動の一部として。
Trigger_to_analyze_stakeholder_requirement	Input from project management	Analysis of stakeholder requirement is requested by project.	プロジェクトからの利害関係者要件の分析の要求。
Feedback_of_System_Design	Feedback input from system design within SyRAE	Result of preliminary system design activity is applied to the feasibility analysis.	事前のシステム設計活動の結果が実現性分析に適用されます。
Feedback_of_Product_Analysis	Feedback input from product analysis within SyRAE	Result of preliminary product analysis activity is applied to the feasibility analysis.	事前の製品分析活動の結果が実現性分析に適用されます。
Create_Requirement_Baseline	Input from project management	Creation of requirement baseline is requested by project.	プロジェクトからの要件ベースライン設定の要求。

Signal		Description(En)	Description(Jp)
<i>Provide_Non_System_Requirement</i>	Output to project management	Notification of Non-System requirement for project SoW maintenance or for updating each independent process plan.	プロジェクトSoWのメンテナンスの為、もしくは各個別プロセス計画の更新の為の非システム要件の通知。
<i>Provide_System_Requirement</i>	Output to project management	Notification of System requirement for project DRP planning.	プロジェクトのDRP計画検討の為、システム要件を通知。
<i>Trigger_to_analyze_product_requirement</i>	Output to product analysis within SyRAE	Start of product analysis is triggered due to necessity of feasibility study.	実現性検討の必要性により製品分析を引き起こします。
<i>Requirement_Baseline_Created</i>	Output to project execution	Requirement baseline is notified in the project.	要件ベースラインはプロジェクトで通知されます。

Performance Measurements

Progress Measurement

Coverage or completion rate of major design items in work product will be measured frequently.

Measurement frequency should be defined in [Requirement Management Plan](#).

成果物の主な設計項目の対応範囲か完了率を定期的に測定します。
測定頻度は要件管理計画書で定義します。

Measuring Activity	Measured Work Product	Measurement Method(En)	Measurement Method(Jp)
Receive_Stakeholder_Requirement	Received Stakeholder Requirements - Based on the document list from stakeholder - Based on the stakeholder list from Requirement Management Plan	- Number of missing documents which should be available in the documents list. - Number of documents which should be translated to English. - Number of documents which should be clarified about necessity of response.	<ul style="list-style-type: none"> 文書リストに記載が有るのに未入手の文書の数 英語に翻訳が必要な文書の数 回答の必要性が不明確な文書の数
		- Number of stakeholders who have not yet provided their requirements. - Number of lists of documents and versions, which should be defined by stakeholders.	<ul style="list-style-type: none"> 要件を未だ提供していない利害関係者の数 文書とバージョンを利害関係者が定義する必要があるリストの数

Measuring Activity	Measured Work Product	Measurement Method(En)	Measurement Method(Jp)
Analyze_Stakeholder_Requirement	Stakeholder Requirements Analysis Report	Rate of requirements of which corresponding analysis is completed.	対応する分析が完了した要件の割合
	Stakeholder QandA List	Rate of closed Q and A items.	QAリストのクローズした項目の割合

Qualitative & Quantitative Measurements

Key Performance Indicators (KPI) of Quality and Quantity of Stakeholder Requirement Elicitation in work products will be measured frequently. Following table shows typical KPIs, however whole KPIs definitions and measurement frequency should be defined in Requirement Management Plan.

利害関係者要件獲得の品質および量の鍵となる実績指標を成果物で定期的に測定します。下表は典型的なKPIを示していて、全てのKPI定義と測定頻度は要件管理計画で定義します。

 tentative description

KPI	Applicable work products	Measurement Method(En)	Measurement Method(Jp)
Requirement offering rate	Stakeholder Requirements Analysis Report	Rate of the requirements which is responded as Offered to the stakeholder, per all requirements. The rate value can be several types, e.g. the rate of fully offered requirements, the rate of the sum of the offered, the offered with restriction and the offered under assumption, or the rate of the offered requirements of the specific set of documents.	全要件の中で提供可能として利害関係者へ回答された要件の割合。 割合の値は幾つかの種類が有り得ます。例えば、制限無しに提供可能な要件の割合、制限付きや想定条件付きで提供可能な要件の合計の割合、または特定の文書の中で提供可能な要件の割合、など。
Requirement stability index		Rate of the requirement changes which is calculated by “1-((number of changed + number of deleted + number of added) / total number of initial requirements) x 100”.	左の式で計算される要件の変化の割合。（最初の要件の総数に対して変化した要件、削除された要件、追加された要件の合計を差し引いた、つまり変化しなかった要件の割合。）
Non-System scope requirement sorting		Rate of the requirements which are sorted as Non-System requirement and of which the applicable project domain is clarified. Precondition is that the sorting of requirements for System or Non-System has been already done.	非システム要件として分類され、対応するプロジェクト領域が明確になった、要件の割合。 前提条件は、システムまたは非システムの要件の分類が既に完了している事。
Reliable feasibility premise		Rate of the requirements of which the premise of the feasibility for the response was based on reliable source e.g. the feedback from the preliminary system design activity. (Detailed criteria of reliability is T.B.D., however it could be perhaps measurable if parameter would be set.)	実現性回答の前提が、例えば事前システム設計活動からのフィードバック等の信頼出来る情報に基づいている要件の割合。 （信頼出来るかどうかの詳細は基準は未定だが、パラメータが設定されれば計測は可能な見込み。）
Managed requirement risks		Rate of the requirements of which the risk probability and risk impact have already analyzed and of which the risk management process is applied.	リスクの発生確率と影響度が既に分析され、リスク管理プロセスが適用された要件の割合。

Review

Work Product Review

In case of “**Inspection**” review type, review procedure of each work product is described in the applied sub process description. Refer to following table.

In case of “**Walkthrough**” review type, review procedure will be decided during sub process

「点検」レビュー形式の場合、各成果物のレビュー手順は、適用するサブ・プロセスの説明で記述されます。以下の表を参照してください。

「ウォークスルー」レビュー形式の場合、レビュー手順はサブ・プロセス活動の中で決定します。詳細なレビュー手順と基準は、要件管理計画で定義します。

activity.
Detailed review procedure and criteria are to be defined in [Requirement Management Plan](#).
For the same target work product, walkthrough type of review could be proceeded at the previous sub process, even though only the last sub process for the inspection review is described in the following table.

同一の対象成果物に対して、点検レビュー形式の対象となる最後のサブ・プロセスだけが下表に記述されているとしても、ワークスルー形式のレビューを事前のサブ・プロセスで実施する場合があります。

Target Work Product	Applied Sub Process	Review Type	Responsible Role	Accountable Role	Requirement Stakeholder Involvement
Requirement Management Plan	Define Procedure Requirement Elicitation	Walkthrough	Requirement Administrator	System Architect	-
Stakeholder Q and A List	Receive Stakeholder Requirement	Walkthrough	Requirement Analysis Engineer	Requirement Analysis Engineer	As communication target.
Stakeholder Requirements Analysis Report	Receive Stakeholder Requirement Analyze System Context	Walkthrough	Requirement Analysis Engineer	Requirement Analysis Engineer	-
	Set Stakeholder Requirement Baseline	Inspection	Requirement Analysis Engineer	Project Leader	As the receiver of the report.
Stakeholder Requirement Baseline		Inspection	Requirement Analysis Engineer	Project Leader	As for agreement.

Process Review

Results of the Performance Measurement described above will be reviewed by project stakeholders.
(Detail procedure is T.B.D.)

上述のパフォーマンス測定の結果は、プロジェクト利害関係者によりレビューされます。
(詳細手順は未定です)

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Last update: **2021/11/24 15:28**

