**TASK 2.1: Requirement Traceability Matrix**

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| **Requirement No.** | **Associated ID** | **Name** | **Category** | **Source** | **Status** |
| **001** | 1.0 | Project Justification | Project Charter | Business Case | Completed |
| 1.1 | Candidates screening and evaluation | Project Team Formation | Project Charter | Ongoing |
| 1.2 | Project execution and control guide documentation | Project Management Plan | Project Charter | Pending |
| 1.2.1 | Collection of all project’s processes | Project Statement | Project Charter | Pending |
| 1.2.2 | Documentation of project’s requirements | Project Management Plan | Project Management Plan | Ongoing |
| 1.2.2.1 | Project’s definition, traceability matrix, and deliverables | Requirements Management Plan | Requirements Management Plan | Pending |
| **002** | 2.0 | Organizes team’s work into manageable sections | WBS | Scope Management Plan | Ongoing |
| 2.1 | Finalized WBS, WBS dictionary, and the project scope statement | Scope Management Plan | Scope Management Plan | Ongoing |
| **003** | 3.0 | Establish policies and procedures used to develop, execute, monitor and control the project schedule | Schedule Management Plan | Project Management Plan | Pending |
| 3.1 | Develop detailed list of all project’s activities | List of Activities | Project Management Plan | Pending |
| 3.2 | Establish fixed timeline measurement for accomplishment of project tasks | Schedule Baseline | Schedule Management Plan | Pending |
| **004** | 4.0 | Develop time-phased spending plan for the project | Cost Baseline | Cost Management Plan | Pending |
| **005** | 5.0 | Develop management strategies to engage stakeholders effectively | Stakeholders Registration | Project Management Plan | Pending |

In the next part of this section we have listed questions relating to our project scope to discuss with our Project Sponsor Ben.

**List of questions to the Project Sponsor, Ben about the scope:**

1. What are the business goals the project is aiming to achieve?
2. What is the project deadline? What are the factors or events that are calling for that date?
3. What organizations within your company will be affected by this?
4. Will You Provide the Necessary Support?
5. What are the success criteria that will indicate the objectives have been met and the benefits delivered?
6. Are there any dates when you will be closed or not available?
7. Has your team been through a project like this in the past?
8. Is there anything (risks or issues)that would prevent the project from being successful?
9. Are there any security issues?
10. Do you have specific performance requirements?
11. Have the project sponsor describe the risk to the organization if the project is not done.
12. Is there a preferred mode of communication?