

## 1 Deliverable Description

**ID and Title:** D-14 Requirement Traceability Matrix (RTM)

**Description:** Requirement Traceability Matrix (RTM)

CGI will lead Requirements verification sessions with the State of Vermont (SOV), and provide updated requirements documents for review and sign-off by SOV staff. The validation sessions will include the following functional areas:

- Plan Management
- Individual Eligibility including MAGI eligibility
- Enrollment
- Customer Service/ Customer Assistance
- Call Center
- Small Business
- Financial Management including narratives and interfaces
- Web Portal
- Notices
- Administration
- Reporting

CGI will implement a requirement traceability process at the start of the project and will provide SOV a current updated version on a bi-monthly basis, beginning on 2/14/2013. The deliverable will include the Requirements Validation Process document and the updated Requirements Traceability Matrix.

The VT HBE RTM will be saved in and delivered in Microsoft Excel format.

## 2 Content

Content Item	Description
Requirement Validation Process	Documentation of the process used for validating the requirements.
Updated requirements traceability matrix (RTM)	<p>Microsoft Excel Spreadsheet with comments annotations. Requirements will be demonstrated to obtain agreement that the requirement has been met or validated. For those requirements that are validated and understood but not met, the facilitator will indicate the requirement will be demonstrated at a later date if needed. Otherwise requirements can have 6 basic results:</p> <ul style="list-style-type: none"> <li>▪ Met – The requirement is met by the current system functionality.</li> <li>▪ Validated – There is a mutual understanding by the Connector and CGI of what is meant by the requirement.</li> <li>▪ Open – There is an Action Item(s) still unresolved and a resolution is needed to reach a mutual understanding of the intent of the requirement.</li> <li>▪ Deleted – The requirement functionality is no longer a</li> </ul>

requirement of the solution.

- Deferred – The requirement does not need to be addressed for the October 1, 2013 implementation, but may be required by the Connector at a later date.
- Duplicate – The requirement functionality (or the requirement) is a duplicate of another requirement in the RTM

### 3 Development and Review Plan

**Approver:** Lindsey Tucker

**Reviewer(s):** Maureen Connolly, Justin Tease, Dana Houlihan, Les Birnbaum, Tena Perrelli, Greg Paradiso, Margot Thistle, Sean Sheehan, Michael Morey, Gartner, Nicole Weidman

**Work plan tasks:**

Task	Start	End
<b>Requirements Validation and Gap Identification</b>	1/24/2013	3/12/2013
<b>Proposed CMS Requirements Consult</b>	3/11/2013	3/26/2013
▪ Proposed CMS Requirements Consult	3/22/2013	3/22/2013
▪ Update Documents	3/25/2013	3/27/2013
<b>Draft Requirements Traceability Matrix</b>	3/20/2013	4/4/2013
<b>Review and Approve Deliverable</b>	4/5/2013	4/12/2013
▪ Internal Review & U/D - Requirements Traceability Matrix (RTM)	4/5/2013	4/5/2013
▪ Review, Revise and Approve - Requirement Traceability Matrix (RTM)	4/8/2013	4/12/2013

### 4 Acceptance Criteria

- The RTM includes the Functional Requirement Traceability Matrix and the Non-Functional Requirement Traceability Matrix
- The RTM validates full coverage of the requirements in the solution and also is the base for analyzing the impact of changing requirements, once in production, to the various system components
- The RTM will be updateable throughout all phases of program
- The RTM provides links between the business requirements, technical design, use cases, and test cases (OMIT – and instead include in RSD)