*FootyIntel AI*

**5.3 COLLECT REQUIREMENTS PLAN**

Revision 4

*12/6/2023*

**VERSION HISTORY**

| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| --- | --- | --- | --- | --- | --- |
| 1.0 | *Eric Wnorowski* | *10/8/2023* |  |  | Initial Collect Requirements Plan draft |
| 2.0 | *Eric Wnorowski* | *10/16/2023* |  |  | Updated accordingly with 5.5 Create WBS Plan |
| 3.0 | *Eric Wnorowski* | *10/29/2023* |  |  | Updated accordingly with 5.15 Resource Management Plan |
| 3.1 | *Eric Wnorowski* | *11/12/2023* |  |  | Small update with regard to 5.24 Stakeholder Management Plan |
| 4.0 | *Eric Wnorowski* | *12/6/2023* |  |  | Final Revised Version |

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# **INTRODUCTION**

## **PURPOSE OF THE COLLECT REQUIREMENTS PLAN**

This Collect Requirements Plan defines how requirements associated with the *FootyIntel AI* project will be identified, analyzed, and managed. It outlines how collect requirements activities will be performed, recorded, and monitored throughout the lifecycle of the project and provides templates and practices for recording and prioritizing requirements. The Collect Requirements Plan is created by the project manager in the Planning Phase and is monitored and updated throughout the project. The intended audience of this document is the project team, project sponsor, management, and stakeholders.

# **COLLECT REQUIREMENTS PROCEDURE**

## **PROCESS**

The project manager working with the project team and project sponsors will ensure that requirements are actively identified, analyzed, and managed throughout the life of the project. Requirements will be identified as early as possible and continually updated in the project so as to guide the planning process. The steps for accomplishing this are outlined in the following sections. The project manager will serve as the Requirements Manager for this project.

The Collect Requirements have been outlined through an in-depth analysis of the essential needs of the project. The technology and software that will be utilized for the project along with the work of the project team is specified in this document. Therefore, the project stakeholders and manager will have full knowledge of the necessary elements to complete the project effectively and efficiently.

## **REQUIREMENTS IDENTIFICATION**

Requirements identification will involve the project team, appropriate stakeholders, and will include an evaluation of environmental factors, organizational culture and the project management plan including the project scope. Careful attention will be given to the project deliverables, assumptions, constraints, WBS, cost/effort estimates, resource plan, and other key project documents. A Requirements Management Log will be generated and updated as needed and will be stored electronically in the project library located in Google Drive. The table on the following page is a Requirements Identification matrix.

| ***ID*** | ***Requirements Description*** | ***Requirements Statement*** |
| --- | --- | --- |
| 001 | Initiation/Protocol Creation | During this business requirement the project manager will work with the product owner to develop a budget and a schedule for the project. The statement of work and scope will be established. |
| 002 | Data Collection | Determine the means to acquire appropriate data to be used in model training. Need to find a source for consistent but unique data for the model utilizing company resources. |
| 003 | Data Labeling | Need to establish protocol for labeling of data. In order to train the model to be consistent and lead to effective results it will be key that the initial training data be labeled with consistency. Up to date documentation on all regulations is required throughout the project. |
| 004 | Primary Training Data Selection | Selection of the primary training data, in order to limit the amount of spending in the model development it will be key to select the appropriate initial training data. Need to develop guidelines and an understanding of what data will be most effective in primary training data. |
| 005 | Selection of Artificial Intelligence Model | There are a number of various artificial intelligence model types. This requirement may require outside consultation with experts to find out which model would be both effective and efficient at producing results. |
| 006 | Distribution of Model Evaluations | Another key requirement will be the evaluation of the model as it is being developed. The team will need to have a clear outline of when and how the model will be tested prior to training. |
| 007 | Selection of Club Trial | Once the model has proven to be effective in a simulated setting the project will need to select an environment for a proper evaluation. This is one of the key requirements to creating a successful project. |
| 008 | Evaluation Criteria | Finally the team will need to establish clear evaluation criteria to determine the models successfulness prior to determining that the project is complete. |
| 009 | Scalability | Six months into the project, the initial prototype must be scalable in order for software infrastructure to be created. The actual software is outside the scope of the project team, but team needs to collaborate with software team in order to finish product. |

## **PROJECT DOCUMENTS**

* **Assumptions log:** The assumptions log identifies assumptions about the product, project, environment, stakeholders, and other factors that can influence requirements. It will be used to record all assumptions and constraints throughout the project life cycle. This contains the applicable high-level strategic and operational assumptions and constraints identified in the business case. As the project has developed, lower-level assumptions will be generated and recorded in this document. The lower-level assumptions may relate to defining technical specifications, estimates, schedule, risks, etc.

* **Project Scope and Schedule:** The project scope and schedule documentation outlines all the essential processes and work that will be done throughout the project. It is a key document to understanding how and when each part of the project will take place. Therefore it has a wealth of information as to the requirements that will be needed to effectively accomplish each stage of the project.

* **Expert Analysis:** The expert analysis documentation will be used to aid in key decisions throughout the project. They will provide information that will guide the project in key decisions that will affect the necessary requirements.
* **Trial Review Documentation:** Towards the end of the project when the project experiences its final stage of evaluation there will be a trial review document. This will be a final evaluation that will adjust the key requirements needed to complete the project. This also includes finalization of software infrastructure that allows the product to be used globally.

### **Agreements**

There are not currently any agreements that contain project requirements.

Need to consider agreement with the trial club in order to specify the technology for the evaluation.

### **Requirements Factors**

EEFs that can influence the Collect Requirements process:

* Company Reputation within the Industry
* Organization’s culture
* Project Team Infrastructure
* Stakeholder Participation

OPAs that can influence the Collect Requirements process:

* Football Governing Body Regulations
* Expert Consultation
* Development of Artificial Intelligence Technology

## REQUIREMENTS TRACEABILITY MATRIX

| **REQUIREMENTS TRACEABILITY MATRIX** | | | |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Name: | | Football Intelligence Artificial Intelligence | | | | | |  |
| Project Manager Name: | | Eric Wnorowski | | | | | |  |
| Project Description: | | The intent of the project is to partner with the Vendor in a pilot to build, approve and implement standard ITIL service management processes for the Closed Area Programs. | | | | | |  |
| ***ID*** | ***Assoc ID*** | ***Requirements Description*** | ***Business Needs, Opportunities, Goals, Objectives*** | ***Project Objectives*** | ***WBS Deliverables*** | ***Product Design*** | ***Product Development*** | ***Test Cases*** |
| 001 | 1.1.1 | Initiation/Protocol Creation | Develop a budget and a schedule for the project. The statement of work and scope will be established. | X | X |  |  |  |
| 002 | 2.2.2 | Data Collection | Determine the means to acquire appropriate data to be used in model training. | X | X |  | X |  |
| 003 | 3.3.3 | Data Labeling | Establish protocol for labeling of data. | X | X |  | X | X |
| 004 | 4.4.4 | Primary Training Data Selection | Selection of the primary training data, in order to limit the amount of spending - develop guidelines and an understanding of what data will be most effective | X | X |  | X | X |
| 005 | 5.5.5 | Selection of Artificial Intelligence Model | May require outside consultation with experts to find out which model would be both effective and efficient at producing results. | X | X | X | X |  |
| 006 | 6.6.6 | Distribution of Model Evaluations | Will need to have a clear outline of when and how the model will be tested prior to training. | X |  | X | X | X |
| 007 | 7.7.7 | Selection of Club Trial | Once the model has proven to be effective in a simulated setting the project will need to select an environment for a proper evaluation | X | X |  |  | X |
| 008 | 8.8.8 | Evaluation Criteria | Establish clear evaluation criteria to determine the model's success prior to determining that the project is complete. | X | X | X |  | X |
| 009 | 9.9.9 | Scalability | Confirm with the software team that infrastructure can be easily created for the project after 6 months. At the time of final evaluation, software should be fully implemented and tested. | X | X | X | X | X |

## **REQUIREMENTS MONITORING, CONTROLLING, AND REPORTING**

This page maintained by the Project Manager

| **Requirement** | **Concerns** | **Issues** | **Actions/progress** |
| --- | --- | --- | --- |
| 002 | Data Collection | Finding Consistent data | Need to locate a source of data that will provide effect and consistent data that can be labeled easily for initial training |
| 006 | Testing | Consistent Evaluation | Finding a methodology to ensure consistent and appropriate evaluations to make sure that no unnecessary training is done |
| 007 | Trial | Sanctioning Trial | Finding a club willing to participate and approving it with the both sides as well as Football governing body |
| 009 | Scalability | Collaboration | Need to make sure that the project team understands their role in the design of the software infrastructure for the model. |

# **TOOLS AND PRACTICES**

The Requirements Traceability Matrix will be maintained by the project manager and will be reviewed as a standing agenda item for project team meetings.COLLECT REQUIREMENTS PLAN APPROVAL

The undersigned acknowledge they have reviewed the **Collect Requirements Plan** for the *FootyIntel AI* project. Changes to this Plan will be coordinated with and approved by the undersigned or their designated representatives.

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: | Eric Wnorowski |  |  |
| Title: | FootyIntel AI Project Manager |  |  |
| Role: | Project Manager |  |  |

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: | Product Owner |  |  |
| Role: | Main Project Stakeholder |  |  |

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: | Vice President of AI |  |  |
| Role: | Project Stakeholder |  |  |

| Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Print Name: |  |  |  |
| Title: | Chief Technology Officer |  |  |
| Role: | Project Stakeholder |  |  |

**APPENDIX A: REFERENCES**

The following table summarizes the documents referenced in this document.

| **Document Name and Version** | **Description** | **Location** |
| --- | --- | --- |
| 4.1 Project Charter Plan | Project charter is issued by the Chief Technology Officer & Vice President of Artificial Intelligence Software. The document is written to ensure a common understanding between the project sponsors, the product owner, the project manager, the project team, and the key company stakeholders. | Google Drive Key Documents Folder |
| 5.5 Create WBS Plan | The WBS is a deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables. It organizes and defines the total scope of the project. | Google Drive Key Documents Folder |
| 5.15 Resource Management Plan | This plan defines how resources associated with the *FootyIntel AI* project will be identified, analyzed, and managed. It outlines how resource management activities will be performed, recorded, and monitored throughout the lifecycle of the project and provides templates and practices for recording and prioritizing risks. | Google Drive Key Documents Folder |
| 5.24 Stakeholder Engagement Plan | Stakeholder Engagement Plan is the process of developing approaches to involve project stakeholders based on their needs, expectations, interests, and potential impact on the project. The key benefit is that it provides an actionable plan to interact effectively with stakeholders. | Google Drive Key Documents Folder |

**APPENDIX B: KEY TERMS**

The following table provides definitions for terms relevant to the Collect Requirements Plan.

| **Term** | **Definition** |
| --- | --- |
| Product Owner | Main Stakeholder and overseer of the project. Is responsible for multiple projects in the technology team. |
| Training | Artificial Intelligence Model creating is through “training” which is having the model analyze labeled data. |