



Requirements matrix

CHECK THE NECESSARY CONDITIONS FOR THE
SUCCESS OF THE PROJECT

What is the requirements matrix?

It is the capacity or the necessary condition for a stakeholder to achieve a specific goal.

All the stakeholders involved in the life cycle of the project express their needs.

Once all the needs have been listed, they should be validated.

When to use it?

PLANNING PHASE

The collection, definition and analysis of requirements are carried out during the definition of the scope and activities of your project.

From the requirements' matrix, you will be able to write the project scope statement.

How to use it?

- Based on several criteria, you will document the requirements that will be validated by the stakeholders
- For this, you will need to fill in the appropriate fields
 - Requirement name
 - Description of the requirement
 - Type of requirement: is it functional, regulatory, technical, economic, or budgetary
 - The reason why the need was expressed
 - The deliverables/lots to which this requirement belongs
 - The requester at the origin of the need
 - Degree of importance or impact of the requirement
 - Acceptance / validation or not
 - Completion status
 - Priority of the requirement
- The Excel file is accompanied by a detailed user guide that will help you to do two things:
 - Use the file properly
 - Customize the file by modifying its parameters

Document structure

- **Requirements sheet:** A single sheet to be completed according to the various criteria mentioned above.