

# Requirements Management Plan

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Project Name: XYZ Company Website

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This requirements management plan is a component of the project management plan. It describes how the project requirements will be analyzed, documented and managed.

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# REQUIREMENTS MANAGEMENT PLAN

## COLLECT REQUIREMENTS

### SOURCES

Development of initial project requirements will begin with an examination of the following sources:

- A. Project Charter
- B. Business Case
- C. Customer documented requirements

### COLLECT PROJECT REQUIREMENTS

The following tools and techniques will be used to further develop the project requirements.

- A. Brainstorming
- B. Observation
- C. Document Analysis
- D. Group Decision-Making Techniques
- E. Stakeholder Interviews

Documentation will be generated during the collect requirements process. All the documents generated from this process are or will be included below as Attachment A.1, A.2, A.3 and so forth.

## REQUIREMENTS TRACKING

All project requirements identified to date are logged on the requirements register, included below as Attachment B. Requirements listed there will be analyzed, categorized, prioritized, and quantified. Those that survive analysis and receive approval will be added to the requirements traceability matrix included as Attachment C and traced through to project completion. The person or persons with authority to approve project requirements are listed above in the Management Approach section.

## STRUCTURE OF REQUIREMENTS TRACEABILITY MATRIX

The attributes shared in the RTM will be ID number, received date, source of requirement, description/name, WBS deliverable, assigned to, acceptance criteria, tested by & Date tested, accepted by & date.

Included below as Attachment C, please find a copy of the requirements traceability matrix.

## REPORTING

A. What

A project status report providing detailed requirement status, schedule performance, issues, and risks.

B. How

*Automated weekly report to share product order changes and product inventory changes.*

C. Who

The Status Report will be created by the Project Manager. The report will be distributed to Tom Kane and XYZ company Stakeholders.

D. When

*Weekly reports*

## REQUIREMENTS APPROVAL

### APPROVED REQUIREMENTS

The Project Manager will have a group decision making meeting with stakeholders and team to confirm the requirements specifics. After requirements are validated, the Project Manager will submit a draft to the client for approval of the requirements before proceeding with the agreed requirements.

## Rejected Requirements

After the requirements final draft is submitted to the client for approval and he does not agree on the original requirement/s then those will be rejected by client and listed on a Rejected Requirements Register for future reference. Also, if the requirements final draft outlines activities that will cost more than client budget for this project, then the requirement will be rejected. The reasons for rejection will be documented in the Rejected Requirements Register under comments.

## REQUIREMENTS ANALYSIS

Requirements analysis will be conducted by the Stakeholders, Team, and Project manager. Analysis of the requirements will be conducted using the criteria below.

- Requirement is traceable to specific sponsor or client need and to the source who requested the requirement
- Must be free of conflicts with other requirements
- Must be measurable via testing
- Assumptions should be clearly stated and agreed upon
- Constraints in requirements should be clearly stated and understood
- Dependencies or requirements that are dependent on another requirement should be clearly identified

## CATEGORIES

The requirements will be categorized as follows:

1. [Functional Requirements](#)
2. [Non-Functional requirements](#)
3. [Business Requirements](#)
4. [User Requirements](#)
5. [Systems Traceability Matrix](#)

## PRIORITIZATION

Requirements will be prioritized with a number one through five. One being the most critical priority and five being the lowest priority. Requirements will be prioritized with the help of the Sponsor Tom Kane, stakeholders and Development Team.

#### QUANTIFYING

Each requirement must be actionable, measurable and testable. Each requirement must be decomposed to a level of detail that's sufficient for programming or design. Quantifying the requirement will be assigned to the Development Team. Requirement acceptance after quantifying shall be by the Sponsor, Tom Kane. The development Team, Sponsor and PM shall agree on the acceptance criteria.

#### REQUIREMENTS VALIDATION

Project work will be verified by the Development Team to verify the individual requirements are met.

The project manager Angel Diaz will present the requirements to Tom Kane for approval. Requirements acceptance shall be in writing.

If a deliverable is rejected by Sponsor, Tom Kane the requirement will need to be analyzed again to confirm its objective with the Development Team and submit it again for approval by Tom Kane.

#### CONFIGURATION MANAGEMENT

Every identified project requirement is set forth on the requirements register. Only those approved requirements will be carried forward for requirement development. The approved requirements are listed in the requirements traceability matrix.

#### MONITORING

Project monitoring will be accomplished by monitoring the Schedule, Budget and Scope. The project manager Angel Diaz will use the following metrics: Project schedule variance, Schedule performance index, Project cost variance, Earned value , Cost performance index, Actual cost, Estimated at completion, Planned value.

#### INTEGRATED CHANGE CONTROL PROCEDURES

Changes to the project requirements will follow the same change control procedures as those set forth in the change management plan. Changes will be reviewed by the Development Team and Project Manager. All requests for changes must be submitted in writing, on the approved change request form. Approved changes will be added to

the requirements register and traceability matrix. Rejected changes will be added to the list of rejected requirements. The requester of the requirement addition or change will receive written communication of the request.

## PLAN APPROVAL

By signing below, I, \_\_\_\_\_, in my capacity as Project Sponsor, approve of this requirements management plan.

Name:

Title:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Approved

## ATTACHMENTS

### A. DOCUMENTATION FROM COLLECT REQUIREMENTS PROCESS

A.1 <https://1drv.ms/w/s!AuFp89y99yt3hXIUfWTFq2xiQyDt?e=eoreuL>

A.2

A.3

### B. REQUIREMENTS REGISTER

<https://1drv.ms/w/s!AuFp89y99yt3hXwwvlwxkkENXsFz?e=66q69m>

### C. REQUIREMENTS TRACEABILITY MATRIX

[https://1drv.ms/w/s!AuFp89y99yt3hgGM8xwAN\\_Bhyfz9?e=Ss9ZPT](https://1drv.ms/w/s!AuFp89y99yt3hgGM8xwAN_Bhyfz9?e=Ss9ZPT)