

ORGANIZATION'S NAME

# Requirements Management Plan

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Project Name:  
Project Number:

Prepared By: Author's Name Here

Last Revised On: (Insert Date)

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

## MANAGEMENT APPROACH

The purpose of this requirements management plan is to set forth the plans and procedures for collecting, documenting, analyzing and managing the project requirements. The term “requirements” refers to qualities, capabilities or conditions that must be present to satisfy a contractual obligation or other formally imposed specification.

### Roles and Responsibilities

The project manager will assume overall responsibility for requirements management. The people listed below will assume the following requirements management responsibilities:

Names / Roles	Responsibilities
Project Manager	
Project Sponsor	
Project Team Lead	
Project Team Members	
Business Analyst	
	Approve project requirements

### PHASES-TO-PHASE RELATIONSHIP

*(The phase-to-phase relationship of each project greatly influences how the project requirements are managed. On some projects it makes perfect sense to gather all project requirements in advance. An example would include a project to manufacture 50 red widgets. For these types of projects, the requirements gathering is performed entirely on the front end of the project. Once the requirements are known, the widget is manufactured.*

*For some projects; however, requirements gathering happens through the project lifecycle. An example might include a custom software development project where the desired features and functions are not yet realized. For these projects, the requirements are identified iteratively and they become further defined as the details become clear.*

*As you develop the requirements management plan, identify the phase-to-phase relationship of the project. In light of the phase-to-phase relationship, discuss how and when the requirements will be identified and defined.)*

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## COLLECT REQUIREMENTS

### SOURCES

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

- A. Project Charter
- B. Applicable codes, regulations, statutes and laws
- C. Stakeholders
- D.

### COLLECT PROJECT REQUIREMENTS

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

*(Below, leave the appropriate tools and techniques in place and provide detail regarding each tool that will be used. Delete from this list any tool that will not be used.)*

- A. Interviews
- B. Focus Groups
- C. Facilitated Workshops
- D. Group Creativity Techniques
  - 1. Brainstorming
  - 2. Nominal Group Technique
  - 3. Idea / Mind Mapping
  - 4. Affinity Diagram
  - 5. Multi-criteria Decision Analysis
- E. Group Decision-Making Techniques
- F. Questionnaires and Surveys
- G. Observation
- H. Prototypes
- I. Benchmarking
- J. Context Diagrams
- K. Document Analysis

Documentation will be generated during the collect requirements process. All of 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

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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

*(Discuss which requirement attributes will be captured on the traceability matrix.)*

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

## REPORTING

- A. What  
*(What information regarding the project requirements will be reported?)*
- B. How  
*(How will that information be distributed?)*
- C. Who  
*(Who will do the reporting and to whom will reports be delivered?)*
- D. When  
*(How often will the reporting occur?)*

## REQUIREMENTS APPROVAL

### APPROVED REQUIREMENTS

*(Describe the process for approving requirements so they can be added to the traceability matrix and project work can be performed. Will the project requirements become approved in writing? Is a requirements approval document in place?)*

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## REJECTED REQUIREMENTS

*(Describe the process for rejecting the project requirements. Who has the authority to reject project requirements? Will the reasons for rejections be documented?)*

## REQUIREMENTS ANALYSIS

*(After the requirements are gathered and set forth on the requirements register, they're little more than a laundry list of items. Some may be duplicates, some might conflict with others and some will be too broad or too vague to understand. Describe how the requirements will be analyzed. Who will perform the analysis? Who will ensure each requirement is written clearly and completely? Don't forget to include that person in the Management Approach section, above.)*

## CATEGORIES

The requirements will be categorized as follows:

*(List the applicable categories below and remove any categories that do not apply. Describe or define the categories.)*

1. BUSINESS REQUIREMENTS
2. FUNCTIONAL REQUIREMENTS
3. TECHNICAL REQUIREMENTS
4. LEGAL REQUIREMENTS
5. ORGANIZATIONAL REQUIREMENTS
- 6.

## PRIORITIZATION

*(How will the requirements become prioritized? Will a numbering system be used to designate priority? Will some categories have higher priority than others? Who is responsible for prioritizing them? What happens to the requirements that receive the highest priority? What happens to those that receive the lowest priority? List all responsible parties in the Management Approach section, above.)*

## QUANTIFYING

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*(Each requirement must be actionable, measurable and testable. For a software development project, each requirement must be decomposed to a level of detail that's sufficient for programming or design. It's the work in quantifying a requirement that helps in determining whether or not the requirement is complete. When project requirements are quantified, the end result is mutually agreed upon acceptance criteria.*

*(Who is responsible for quantifying the project requirements? Who defines the acceptance criteria? Who must agree on the acceptance criteria? List all responsible parties in the Management Approach section, above.)*

## PRODUCT METRICS

### COST

*(What cost metrics will be used? Why? What are the acceptable variances?)*

### QUALITY

*(What quality metrics will be used? Why? What are the acceptable variances?)*

### PERFORMANCE

*(What performance metrics will be used? Why? What are the acceptable variances?)*

## REQUIREMENTS VALIDATION

*(Who will initially review the project work or product(s) to ensure it meets the applicable acceptance criteria? What processes will be used?*

*Who will finally present the work or product(s) for acceptance? Must acceptance be obtained in writing? Who has authority to accept deliverables? What happens if deliverables are rejected?*

*Include all responsible parties in the Management Approach section, above. )*

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## CONFIGURATION MANAGEMENT

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

## MONITORING

*(Controlling project requirements involves monitoring the status of the project requirements and managing changes to the requirements. Who is responsible for monitoring and tracking the project requirements? What processes will be used? Add all responsible parties to the Management Approach section, above.)*

## 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. All requests for changes must be submitted in writing, on the approved change request form.

## ASSUMPTIONS / CONSTRAINTS

While defining and managing project requirements, it's inevitable that assumptions will be made. All assumptions regarding project requirements will be documented here then transferred to the risk management plan for further management.

Assumptions and Constraints	Date Transferred to Risk Management Plan

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## ISSUES

While defining and managing project requirements, it's inevitable that issues will be encountered. All issues regarding project requirements will be documented here then transferred to the risk management plan for further management.

Issues	Date Transferred to Risk Management Plan

## RISKS

Risks may be identified while defining and managing project requirements. All risks concerning the project requirements will be documented here then transferred to the risk management plan for further management.

Risks	Date Transferred to Risk Management Plan

## PLAN APPROVAL

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

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Name:

Title:

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Signature

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Date Approved

## ATTACHMENTS

### A. DOCUMENTATION FROM COLLECT REQUIREMENTS PROCESS

List and attach all documents generated from the collect requirements process.

A.1

A.2

A.3

### B. REQUIREMENTS REGISTER

Attach the requirements register here.

For a free requirements register template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/requirements-register-template/>

This free template also serves as the requirements documentation.

### C. REQUIREMENTS TRACEABILITY MATRIX

Attach the requirements traceability matrix here.

For a free requirements traceability matrix template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/requirements-traceability-matrix-template/>

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