

Client Logo

<Project Name>
Requirements Management Plan

Version 0.1

<Date>



Table of Contents

Revision History	4
1. INTRODUCTION	5
1.1. Purpose.....	5
1.2. Goals and Objectives	5
1.2.1. Requirement Management Objectives (Success Criteria).....	5
1.2.2. Goals.....	5
1.2.3. Assumptions	5
1.3. Team Members.....	5
1.4. References	6
1.5. Glossary.....	6
2. RESOURCE PLAN.....	7
2.1. Roles and Responsibilities	7
2.2. Other Critical Resources / Procurement Plan.....	7
2.3. Project Specific Training.....	8
2.4. Requirements Management Organization.....	8
3. REQUIREMENTS GATHERING	9
3.1. Data Structure and Design Requirements	9
3.2. Data Movement Requirements	9
3.3. Security Requirements	9
3.4. Data Quality Requirements.....	9
3.5. Information Usage (BI Reporting) Requirements	9
3.6. Capturing Business (Functional) Requirements	9
3.7. Capturing System (Non-Functional) Requirements	9
4. REQUIREMENTS BASELINE PROCESS	10
5. CONFIGURATION MANAGEMENT	11

5.1. Unique Requirement Identifiers11

6. REQUIREMENTS CHANGE MANAGEMENT 12

6.1. Requesting Changes12

6.2. Evaluating, Approving / Disapproving Change12

6.3. Implementing Changes12

7. COMMUNICATIONS PLAN 13

8. SATISFACTION OF REQUIREMENTS 14

8.1. Requirements Traceability14

8.2. Requirements Acceptance Criteria14

Revision History

Version	Date	Description	Author

1. Introduction

1.1. Purpose

This plan documents the understanding, approach and commitment to manage requirements for the *<Project>*

1.2. Goals and Objectives

1.2.1. Requirement Management Objectives (Success Criteria)

The objective of requirements management is to ensure that the project schedule and budget are not compromised by unauthorized requirement changes and that all requirements are delivered as planned.

1.2.2. Goals

Management will know that this objective has been attained when the following goals have been achieved:

- A requirements management plan is complete and approved;
- Requirements have been documented and base-lined;
- A requirements trace-ability process has been implemented; and
- A requirements change management process has been established.

1.2.3. Assumptions

<Include any assumptions that have been made>

1.3. Team Members

<List Team members, role and contact information>

Name	Roles

1.4. References

<Insert any reference documents e.g. Business Case>

1.5. Glossary

<Insert a reference to the location of the project glossary of terms>

2. Resource Plan

2.1. Roles and Responsibilities

<Define the roles and responsibilities for each role (and team member). Use the following sample as a guideline>

Role	Responsibilities	Assigned To
Business Owner Requirements Manager	The owner representative authorized to approve the submission of new requirements and changes to existing requirements for impact analysis and consideration.	
Requirements Change Control Authority	The individual or group of individuals, who are empowered to accept changes to requirements after considering the corresponding changes to budgets, schedules, quality or risk.	
IT Requirements Manager	The IT representative responsible for accepting new requirements and changes to existing requirements; distributing those requirements to the appropriate stakeholders; and compiling the impact analysis for consideration and decision by the Requirements Change Control Authority	
Requirements Configuration Manager	The individual responsible for maintaining the integrity of the requirements; uniquely identifying requirements configuration items; documenting the requirements change control process; recording/updating requirements status; maintaining traceability between requirements and appropriate project work products; and making the information available to the project team	

2.2. Other Critical Resources / Procurement Plan

<Identify any automated requirements management tools that will be required>

Phase	Resource Description	Dates Needed	Owner

2.3. Project Specific Training

<Identify any specific requirements management training requirements that may be required e.g. if new requirements management tools are required, what training is required to ensure that all requirements stakeholders are fully functional with the tools>

Description Of Training	Number of People To Be Trained	Required By

2.4. Requirements Management Organization

<Provide a requirements management organization chart if applicable. Be sure to include any vendor and/or contractor teams if appropriate>

3. Requirements Gathering

3.1. Data Structure and Design Requirements

<Describe the requirements elicitation methods that will be used e.g. data modeling sessions, feed-back sessions, and a list of required participants. Be sure to address how volumetric requirements will be determined>

3.2. Data Movement Requirements

<Describe the requirements elicitation process e.g. data movement modeling sessions, feedback sessions, and a list of all participants required. Be sure to address how interface, data conversion, and business transformation requirements will be determined. Include reference to the data mapping documents that will be used and consider how changing data (slowly changing dimensions) requirements will be determined

3.3. Security Requirements

<Describe the requirements elicitation process and a list of all participants required. Refer to any regulatory requirements if applicable, e.g. Payment Card Industry (PCI) Security Requirements>

3.4. Data Quality Requirements

<Describe the requirements elicitation process and a list of all participants required. Refer to any information management standards for data quality metric reporting requirements>

3.5. Information Usage (BI Reporting) Requirements

<Describe the requirements elicitation process and a list of all participants required. Be sure to address how ad-hoc query profile, exiting report conversion, and metric reporting requirements will be determined. Consider how requirements for facts and dimensions will be determined>

3.6. Capturing Business (Functional) Requirements

<Describe the requirements elicitation process and a list of all participants required>

3.7. Capturing System (Non-Functional) Requirements

<Describe the requirements elicitation process and a list of all participants required>

4. Requirements Baseline Process

<Describe the approach that will be used to formally review, approve and base-line requirements. Include a list of required participants. Be sure to include all stakeholders e.g. the business owners, technical team and independent quality assurance team if applicable Use the following sample as a guideline>

Review	Purpose	Timing
Functional Requirements Review	<ol style="list-style-type: none"> 1. Ensure understanding of the business intent. 2. Determine the status of the final functional requirements 3. Identify quality issues for resolution 4. Determine the effect that the final requirements will have on existing budgets, schedules, risks and predicted product quality. 	Prior to handoff of a group of requirements.
System Requirements Review	<ol style="list-style-type: none"> 1. Identify stakeholder issues and requirements. 2. Validate the status of derived requirements. 3. Identify quality issues for resolution. 4. Determine the effect that the derived requirements, SLA requirements, production requirements and test requirements will have on existing budgets, schedules, risks and predicted product quality. 	Two business days prior to the Milestone 1 project review.

5. Configuration Management

5.1. Unique Requirement Identifiers

<Describe the approach to ensure unique identifiers for each requirement. Will they be auto-assigned by a tool being used for documenting requirements, or will the requirement configuration manager assign unique identifiers.

Provide examples of the naming conventions being used

NB—These unique requirement's identifies should be documented in the configuration management plan>

6. Requirements Change Management

6.1. Requesting Changes

<Describe the requirements change management process. As a minimum, the information recorded for a proposed change shall contain the following:

- *The name(s) and identification of the requirement to be affected by the change request (CR).*
- *Originator's name and organization.*
- *Date of request.*
- *Indication of urgency.*
- *The need for the change.*
- *Description of the requested change.*
- *Additional information, such as priority or classification, may be included to clarify the significance of the request and to assist in its analysis and evaluation. Other information, such as change request number, status and disposition, may be recorded for change tracking purposes. >*

6.2. Evaluating, Approving / Disapproving Change

<Describe the review/approval process>

6.3. Implementing Changes

<Describe the process for implementing a requirements change, e.g. what is the process for changing the project schedule, financial plan, and resource plan>

7. Communications Plan

<Identify the requirements management communications plan. Include a reference to the project communications plan>

Who	What	How	When	Owner
<i>Name and role of person who will be communicated to</i>	<i>Purpose for communicating (i.e. Project Status update, financial status update, Review Issues)</i>	<i>Method of communicating (i.e. Status Report, PowerPoint presentation)</i>	<i>Daily, Weekly, Monthly, Quarterly</i>	<i>Person responsible</i>

8. Satisfaction of Requirements

8.1. Requirements Traceability

<Describe the process to ensure requirements traceability thru the project lifecycle. Describe responsibilities for completing, and maintaining, a requirement traceability matrix>

8.2. Requirements Acceptance Criteria

<Describe the process for determining the acceptance criteria for each requirement and how this should relate to the test plan>