

Project Requirements Management Plan

Contents Guide

- 1. Project Objective**
 - a. Obtain from Charter or Sponsor/Requestor
- 2. High Level Scope Statement**
 - a. Obtain from Charter or Sponsor/Requestor
 - b. Develop Detailed Scope Statement
- 3. Process for Requirements Identification**
 - a. Include the Methods Utilized to Gather Requirements
 - b. Include Assurance of Stakeholders Input
- 4. Analysis of Requirements**
 - a. Determine Categories (i.e. design, performance, functionality)
 - b. Location in Work Breakdown Structure
 - c. Resource(s)/Skills Needed (people and/or equipment)
- 5. Supporting Documentation**
 - a. Cost/Benefit Analysis
 - b. Industry/Regulatory Publication
- 6. Management of Requirements**
 - a. Process for Status/Issues Reporting
- 7. Change Control**
 - a. Process for Submitting, Reviewing and Approving Changes
- 8. Prioritization of Requirements**
 - a. Method Used for Ranking (i.e. constraints, regulatory deadline)
- 9. Validation of Requirements**
 - a. Testing/Measuring Results
- 10. Acceptance of Requirements by Requestor**
 - a. Process for Obtaining Sign-off
- 11. Requirements Traceability Matrix**
 - a. Imbed Spreadsheet with Tracking Details (i.e. origin, changes, testing)
- 12. Plan Version/Approval**
 - a. Sponsor/Requestor Review and Sign-off