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## Requirements Management Plan

The primary purpose of a Requirements Management Plan is to ensure that the requirements process can proceed systematically, effectively and efficiently. Experience has shown that the Requirements Team Lead will have to answer all of the questions in this document at some point in the project. Doing so before the work begins makes it much more likely that the requirements effort will be successful.

You will probably find that answers in later sections will cause you to rethink your answers in earlier sections. This is to be expected. As you fill out this template you will engage in a progressive elaboration of what is necessary for your requirements effort to be a success.

<b>Project Name:</b>	
<b>Prepared by:</b>	
<b>Date (MM/DD/YYYY):</b>	

Optional: Use the document titles below to create a link to each Requirements Planning Document:

- Requirements Process Resource Plan
- Project Ecosystem
- Team Roles and Responsibilities
- Requirements Types list
- Stakeholder list
- Requirements Risk Analysis

Note: Throughout this document if you are asked to explain how you will manage a specific risk, you have the option of referring to relevant entries in your Risk Analysis rather than duplicating answers here.

## Section 1: Requirements Process Planning

### 1.1 Scope

#### 1.1.1 What information will the requirements team acquire?

<input type="checkbox"/>	Business Requirements (e.g. for Project Charter)	
<input type="checkbox"/>	Functional Requirements (e.g. Use Cases, Business Rules)	
<input type="checkbox"/>	User Requirements (e.g. for specific groups or individuals)	
<input type="checkbox"/>	Non-Functional Requirements, aka Quality of Service (e.g. Availability, Load capacity)	
<input type="checkbox"/>	Product Development Requirements (e.g. J2EE or .NET; Javadocs)	
<input type="checkbox"/>	<b>Implementation Requirements</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> • Work Breakdown Structure</li> <li><input type="checkbox"/> • Training Requirements</li> <li><input type="checkbox"/> • Product Documentation Requirements</li> <li><input type="checkbox"/> • Testing Requirements</li> <li><input type="checkbox"/> • Organizational Adoption Requirements</li> <li><input type="checkbox"/> • Other (List)</li> </ul>	
<input type="checkbox"/>	List other information:	

#### 1.1.2 Does the Requirements Team have access to the documents that define project scope? (e.g. Project Charter, Business Case, WBS) If Yes, list them here. If No, explain how you will provide them.

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

#### 1.1.3 Does the Requirements Team understand the scope of the project? If No, what steps will you take to see that they do?

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

#### 1.1.4 Will you produce a Requirements Breakdown Structure (i.e. a WBS specific to Requirements Process deliverables)? If No, what alternative will you use to ensure that all aspects of Requirements Definition have been planned for?

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

#### 1.1.5 How the team will know that requirements definition is complete (e.g. run out of time, highest priority features complete or at least good enough)

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#### 1.1.6 Does the type of project (e.g. COTS vs internal development) put special demands on the requirements process? If Yes, list here.

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

### 1.2 Activities

#### 1.2.1 Which activities will the requirements team engage in? List primary deliverables for each activity checked.

<input type="checkbox"/>	Elicitation	
<input type="checkbox"/>	Analysis and Documentation	
<input type="checkbox"/>	Validation and Verification	
<input type="checkbox"/>	Solution Assessment	
<b>1.2.2 Will the requirements team assist the software testers? If Yes, in what capacity?</b>		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
<b>1.2.3 Will the requirements team assist with writing project documentation? If Yes, in what capacity?</b>		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
<b>1.2.4 Will the requirements team assist the trainers? If Yes, in what capacity?</b>		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
<b>1.2.5 List any other activities that the requirements team will engage in.</b>		
<b>1.3 Standards</b>		
<b>1.3.1 Which standards will be met and how?</b>		
<input type="checkbox"/>	<b>Project Methodology</b> (e.g. waterfall – list phases; iterative; agile)	
<input type="checkbox"/>	<b>List other standards</b> (e.g. HIPPA, SOX)	
<input type="checkbox"/>	<b>Other (list here):</b>	
<b>1.3.2 Will Joint Application Design be used? If Yes, briefly describe the process.</b>		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
<b>1.3.3 Will any other internal or external standards affect the requirements process in this project? (e.g. SOX, FDA)? If Yes, list here:</b>		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
<b>1.4 Requirements Schedule</b>		
<b>1.4.1 Timing of requirements activities</b>		
<b>Requirements definition</b>		
<ul style="list-style-type: none"> <li>Start date</li> <li>Target end date</li> <li>Work hours available</li> </ul>		
<b>Solution identification</b>		
<ul style="list-style-type: none"> <li>Target end date</li> <li>Work hours available</li> </ul>		
<b>Requirements management</b>		
<ul style="list-style-type: none"> <li>Work hours available</li> </ul>		
<b>Solution assessment</b>		
<ul style="list-style-type: none"> <li>Work hours available</li> </ul>		
<b>Other (List):</b>		
<ul style="list-style-type: none"> <li>Work hours available</li> </ul>		
<b>1.4.2 Is the Requirements process dependent on any other specific project or non-project activities (e.g. funding, approvals, procurement)? If Yes, list here.</b>		

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
<b>1.4.3 How will you develop the schedule?</b> (e.g. with a software tool such as MS Project, with a spreadsheet, word processor, paper, etc.)	
<b>1.4.4 How will you communicate scheduled tasks to other team members?</b> (e.g. centrally available schedule, distribution of task sheets, orally at team meetings, etc.)	
<b>It is highly recommended that you use steps as outlined in the PMBOK to build a schedule for the requirements effort</b>	
<b>1.5 Review and Approval</b>	
<b>1.5.1 Who will review the requirements?</b>	
<b>1.5.2 How will requirements be communicated to them?</b>	
<b>1.5.3 How, when and where will review comments be processed?</b>	
<b>1.5.4 Who will approve the requirements (and if multiple approvers, in what order)?</b>	
<b>1.5.5 How will unresolved questions be handled once approval has been obtained?</b>	
<b>1.6 Risks to the Requirements Process</b>	
<b>1.6.1 Is stakeholder risk tolerance an important factor for the requirements process in this project?</b> (e.g. if risk tolerance is very low, is there sufficient funding and time to gather requirements in more detail?) <b>If Yes, explain.</b>	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
<b>1.6.2 Would inaccurate or incomplete requirements create a serious risk for the business? If Yes, explain.</b>	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
<b>1.6.3 Will you perform a Requirements Risk assessment and develop a plan to deal with these risks? If No, explain.</b>	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

## Section 2: Requirements Elicitation Planning

### 2.1 Stakeholders

**2.1.1 Do you know which stakeholders will participate in the elicitation process? Have you included them in your Stakeholder List document? If No to either, explain.**

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

**2.1.2 Will you have access to stakeholders when you need them? If No, what action will you take to reduce this risk?**

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

**2.1.3 Do you expect stakeholders to be cooperative? If No, what action will you take to reduce this risk?**

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

**2.1.4 Do you have an appropriate arrangement for meetings? (e.g. conference room(s), teleconference facilities, videoconference facilities) If No, what action will you take to reduce this risk?**

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

### 2.2 Techniques

**2.2.1 Which of the requirements elicitation techniques listed here will the requirements team use? Enter notes that may assist in planning.**

<input type="checkbox"/>	Interviews	
<input type="checkbox"/>	Document Analysis (Do you have access to the documents you need?)	
<input type="checkbox"/>	Requirements Workshop	
<input type="checkbox"/>	Vendor demo (COTS projects)	
<input type="checkbox"/>	Brainstorming	
<input type="checkbox"/>	Role Playing	
<input type="checkbox"/>	Focus Group (Do you have a special facility for this?)	
<input type="checkbox"/>	Interface Analysis (Do you have a list of relevant external interfaces? Do you have the necessary technical information?)	
<input type="checkbox"/>	Observation	
<input type="checkbox"/>	Prototyping	
<input type="checkbox"/>	Storyboarding	
<input type="checkbox"/>	Survey Questionnaire	
<input type="checkbox"/>	Other (List):	

2.1.2 Do you have the personnel, skills and tools required to use these techniques? If No, what action will you take to reduce this risk?

- Yes   
 No

## Section 3: Requirements Analysis Planning

### 3.1 Analysis

3.1.1 Which of the Requirements Analysis techniques listed here will your team use?

<input type="checkbox"/>	Software Requirements Specification	
<b>Data and Behavior Models</b>		
<input type="checkbox"/>	Business Rules	
<input type="checkbox"/>	Class Diagrams	
<input type="checkbox"/>	CRUD Matrix	
<input type="checkbox"/>	Data Dictionary	
<input type="checkbox"/>	Data Transformation and Mapping	
<input type="checkbox"/>	Entity Relationship Diagrams	
<input type="checkbox"/>	Metadata Definition	
<b>Process Flow Models</b>		
<input type="checkbox"/>	Activity Diagram	
<input type="checkbox"/>	Data Flow Diagram	
<input type="checkbox"/>	Flow Chart	
<input type="checkbox"/>	Sequence Diagram	
<input type="checkbox"/>	State Machine	
<b>Usage Models</b>		
<input type="checkbox"/>	Prototyping	
<input type="checkbox"/>	Storyboard / Screen flows	
<input type="checkbox"/>	Use Case Description	
<input type="checkbox"/>	User Profile	
<input type="checkbox"/>	User Stories	
<input type="checkbox"/>	Other (List):	

3.1.2 For each item checked above, if you do not have the personnel, skills, tools or technology required, explain how you will reduce the risk.

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<b>3.1.3 If stakeholders will assist your team in Requirements Analysis:</b>		
Yes <input type="checkbox"/>	Do you know who the stakeholders are?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Will you have access to them when you need them?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Do they have the appropriate skills and experience	
No <input type="checkbox"/>		

<b>Section 4: Requirements V&amp;V Planning</b>		
<b>4.1 V&amp;V</b>		
<b>4.1.1 Which of the Requirements V&amp;V techniques listed here will your team use?</b>		
<input type="checkbox"/>	Tracing approaches	
<input type="checkbox"/>	Prototyping	
<input type="checkbox"/>	Testing	
<input type="checkbox"/>	User Manual Writing	
<input type="checkbox"/>	Formal Validation	
<input type="checkbox"/>	Reviews and Formal Inspections	
<input type="checkbox"/>	Walkthroughs	
<input type="checkbox"/>	Checklists	
<input type="checkbox"/>	Compare COTS application vendor demos	
<input type="checkbox"/>	Other (List):	
<b>4.1.2 For each item checked above, if you do not have the personnel, skills, tools or technology required, explain how you will reduce the risk.</b>		
<b>4.1.3 If stakeholders will assist the requirements team in Requirements V&amp;V:</b>		
Yes <input type="checkbox"/>	Do you know who the stakeholders are?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Will you have access to them when you need them?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Do they have the appropriate skills and experience	
No <input type="checkbox"/>		
<b>4.1.4 How will you determine that your team has defined all of the necessary requirements?</b>		
<b>4.1.5 How will you determine that your team has not included unnecessary requirements?</b>		

## Section 5: Requirements Documentation Planning

### 5.1 Documentation

#### 5.1.1 Which of the Requirements Documentation techniques listed here will your team use?

<input type="checkbox"/>	Data Parameters	
<input type="checkbox"/>	Mind Map	
<input type="checkbox"/>	Swim Lane Diagram	
<input type="checkbox"/>	UML	
<input type="checkbox"/>	Example Reports	
<input type="checkbox"/>	Lists	
<input type="checkbox"/>	Software Tools	
<input type="checkbox"/>	Other (List):	

#### 5.1.2 For each item checked above, if you do not have the personnel, skills, tools or technology required, explain how you will reduce the risk.

#### 5.1.3 If stakeholders assist the requirements team in Requirements Documentation:

Yes <input type="checkbox"/>	Do you know who the stakeholders are?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Will you have access to them when you need them?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Do they have the appropriate skills and experience	
No <input type="checkbox"/>		

#### 5.1.4 Does your team have a Version Control System? If No, explain how you will reduce the risk of document corruption or loss.

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

#### 5.1.5 How will individual requirements be recorded, i.e. in what tool and in what format?

### 5.2 Communication

#### 5.2.1 Have you asked your stakeholders how they want the requirements communicated to them? Have you documented preferences of key stakeholders? If No to either, when will you do this?

Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

#### 5.2.2 How will requirements be communicated to the stakeholders?

<input type="checkbox"/>	Written documents, e.g. SRS (in what format?)	
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<input type="checkbox"/>	Meetings with individuals (Who? When?)	
<input type="checkbox"/>	Group presentation	
<input type="checkbox"/>	Video presentation	
<input type="checkbox"/>	Website	
<input type="checkbox"/>	Other (List):	
<b>5.2.3 Will the requirements be used as part of an RFP? If Yes, then explain how they will be communicated within the RFP (e.g. as Shall statements, Business rules, Use Cases, etc.)</b>		
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
<b>5.2.4 How will stakeholders have access to requirements documents while they are in preparation, being reviewed, etc.?</b>		

<b>Section 6: Requirements Management Planning</b>		
<b>6.1 Requirements Management</b>		
<b>6.1.1 When and how will a requirements baseline be established in this project?</b>		
<b>6.1.2 How will requirements be managed? If No to any of the following, explain how you will reduce the risk.</b>		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have a Change Management process?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is your Change Management process documented?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Has the requirements team been instructed in the Change Management process?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there formal agreement on who has authority to request a change in requirements?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there formal agreement on who has authority to approve a change in requirements?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you documenting changes to requirements?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have a Requirements Traceability Matrix?
<b>6.1.3 Do you have an agreed upon process for alerting the Project Manager if product scope changes? If No, explain.</b>		
Yes	<input type="checkbox"/>	

No <input type="checkbox"/>	
<b>6.1.4 Do you have a way to track progress in the requirements process? If Yes, list metrics that you will use here. If No, explain how you will manage the risk.</b>	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
<b>6.1.5 Who is responsible for measuring progress in requirements definition?</b>	
<b>6.1.6 How will the status of requirements definition be reported? To whom? When?</b>	

## Section 7: Solution Assessment

<b>7.1 Documentation</b>	
<b>7.1.1 Which of the Solution Assessment techniques listed here will your team use?</b>	
<input type="checkbox"/>	Business process analysis
<input type="checkbox"/>	Object-Oriented analysis
<input type="checkbox"/>	Structured analysis
<input type="checkbox"/>	COTS – package customization decisions
<input type="checkbox"/>	COTS – identification of interface requirements
<input type="checkbox"/>	Other (List):
<b>7.1.2 For each item checked above, if you do not have the personnel, skills, tools or technology required, explain how you will reduce the risk.</b>	
<b>7.1.3 Which of the following project phase-specific activities listed here will the requirements team engage in? Add comments if helpful to planning.</b>	
<b>Planning Phase – Assist with:</b>	
<input type="checkbox"/>	Review final requirements documentation and all related information, analyses and models
<input type="checkbox"/>	Assists the project delivery team with detailed design work such as: <ul style="list-style-type: none"> <li>• Development of alternate solutions</li> <li>• Evaluation of technology options</li> <li>• Selection of a solution that fulfills documented requirements</li> <li>• Splitting a large project into phases</li> <li>• Reviewing technical design deliverables</li> </ul>

<input type="checkbox"/>	• Building usability into the application software	
<input type="checkbox"/>	Other (List):	
<b>Execution Phase - Once the system is available for testing, assist with:</b>		
<input type="checkbox"/>	Quality Assurance activities (e.g. review test plan and test cases)	
<input type="checkbox"/>	Management of project change requests	
<input type="checkbox"/>	User training (e.g. use of new procedures and software)	
<input type="checkbox"/>	Development of procedure manuals	
<input type="checkbox"/>	Organizational adoption	
<input type="checkbox"/>	Development of rollout strategies (to minimize negative impact on the business)	
<input type="checkbox"/>	Business stakeholders during user acceptance testing	
<input type="checkbox"/>	Defect reporting and resolution	
<input type="checkbox"/>	Other (List):	
<b>Post-Implementation Phase – Assist with:</b>		
<input type="checkbox"/>	Problem resolution	
<input type="checkbox"/>	Adjustments to new procedures	
<input type="checkbox"/>	Management of change requests	
<input type="checkbox"/>	The assessment of project success	
<input type="checkbox"/>	Organizational adoption	
<input type="checkbox"/>	Other (List):	
<b>7.1.4 For each item checked above, if you do not have the personnel, skills, tools or technology required, explain how you will reduce the risk.</b>		
<b>7.1.5 If stakeholders will assist the requirements team in Solution Assessment:</b>		
Yes <input type="checkbox"/>	Do you know who the stakeholders are?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Will you have access to them when you need them?	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	Do they have the appropriate skills and experience	
No <input type="checkbox"/>		