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Requirements Management Plan Template
Rev. 2.3 March, 2013

Sample: For Evaluation Only

Requirements Management Plan

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

Document History			
Version	Date	Author	Reason for Change
1.0			

 This symbol indicates the availability of inline help. Mouse over the symbol to see the text.>

Note: in this Sample File, help text is shown to the right.

<Italic text within angle brackets is instructional and should be removed from the final document.>

Comment [.1]: Congratulations! You have found inline help.

Portions of this template are available for your review

The complete template is available at www.cvr-it.com

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<Name of Project>
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Purpose of this Plan

The primary purpose of a Requirements Management Plan is to ensure that the requirements engagement can proceed systematically, effectively and efficiently. Experience has shown that the Requirements Team Lead will have to answer all of the questions raised 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.

This document is designed as a checklist that promotes thorough planning of the requirements engagement. Topics include:

- Requirements Process
- Elicitation
- Requirements Analysis
- Verification and Validation
- Requirements Documentation
- Requirements Management
- Solution Assessment
- Post-project requirements management

Some of the information from this Requirements Management Plan can be included in the overall Integrated Project Plan, e.g. requirements engagement activities can be included in the project schedule, risks to the requirements engagement can be entered into the Risk Register, etc. This level of integration helps to ensure that the work of requirements is carried out in a manner that fully supports the project.

This document should be developed and approved early in the planning phase of the project. If changes are needed, keep a record of when they were made and who approved them.

<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.>

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1.4.2 Is Requirements work dependent on any other specific project or non-project activities (e.g. funding, approvals, procurement)? If Yes, list here.

Yes
No

1.4.3 How will you develop the schedule of requirements activities? (e.g. with a software tool such as MS Project, with a spreadsheet, word processor, paper, etc.)

1.4.4 How will you communicate scheduled tasks to other team members? (e.g. centrally available schedule, distribution of task sheets, orally at team meetings, etc.)


It is highly recommended that you build a schedule for the requirements effort, or work with the Project Manager to build the schedule.

1.5 Review and Approval

1.5.1 Who will approve the requirements (and if multiple approvers, in what order)?

1.5.2 How will unresolved questions be handled once approval has been obtained?


1.6 Risks to the Requirements Process

1.6.1 Is stakeholder risk tolerance an important factor for the requirements process in this project? (e.g. if risk tolerance is very low, is there sufficient funding and time to gather requirements in more detail?) If Yes, explain. 


Yes
No

1.6.2 Could inaccurate or incomplete requirements in this project create a serious risk for the business? If Yes, explain.

Yes
No

1.6.3 Will you use an assessment of the project environment as a tool to discover risk to the requirements process? If No, explain. If Yes, provide a link to the assessment in the Supporting Documents section at the top of this document. 

Yes
No

1.6.4 Will you perform a Requirements Risk assessment and develop a plan to deal with these risks? If No, explain. If Yes, record all risks that you discover and provide a link to the assessment in the Supporting Documents section at the top of this document. 

Yes
No

Comment [.21]: Throughout this template if you are asked to explain how you will manage a specific entry, you have the option of referring to relevant entries in the Project Risk Register rather than duplicating that information here.

Comment [.22]: Risk tolerance is a measure of the willingness of a stakeholder to accept risk in the project.

Comment [.23]: The Environment tab of the BA Productivity Pack template may be used for this purpose.

Comment [.24]: If there is no Risk Register available for the project, the Risk_Analysis tab of the BA Productivity Pack template may be used to record your identified risks and your plans to manage them.


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Report all sources of risk to the Project Manager for inclusion in the project Risk Register.

1.7 Stakeholders

1.7.1 Do you know which stakeholders will participate in the requirements effort? Have you included them in your Stakeholder List document? If No to either, explain how you will get this information. If Yes, attach the Stakeholder List as an addendum to this Requirements Management Plan  or else fill in the Stakeholders List section below.

Yes
No

Comment [.25]: The Contact Info tab of the BA Productivity Pack template may be used to create a Stakeholder List.

1.7.2 Do you understand the role that each stakeholder will play in the requirements process? Have you documented this information? If No to either question, explain how you will get this information. If Yes, attach your Roles and Responsibilities document as an addendum to this Requirements Management Plan. 

Yes
No

Comment [.26]: The Stakeholders-RACI tab of the BA Productivity Pack template may be used to record stakeholder Roles and Responsibilities.

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

Yes
No

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

Yes
No

1.7.5 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
No

1.7.6 Stakeholders List: If a Stakeholder List document is not available, list all stakeholders whose participation is needed in any aspect of the requirements engagement here. Add rows as needed.

Name	Contact Information

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7. Requirements Management Planning

7.1 Requirements Management

7.1.1 When and how will a requirements baseline be established in this project? Who will approve it?

7.1.2 How will requirements be managed? If No to any of the following, explain how you will reduce the risk.

Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the project have a Change Control process?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the Change Control process documented? 	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Has the requirements team been instructed in the Change Control process?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Have stakeholders been instructed in the Change Control 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"/>	Will you document changes to requirements?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you use tracing to help understand the impact of a change in requirements?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you use a Requirements Traceability Matrix? If Yes, specify the tool.	

7.1.3 Do you have an agreed upon process for alerting the Project Manager if a request for change in requirements leads to a product scope change? If No, explain.

Yes
No

Comment [.47]: If a Change Control Plan is available, provide a link to it in the Supporting Documents section at the top of this document.