George J. Raymond, PMP

Requirements Management Plan

Contents

ABOUT THE PROJECT

What is the challenge we are faced with, or what is the simplified explanation of what we are producing? The purpose here is to make sure the primary objective is always kept in mind.

Project Name:

Challenge / Product:

INTRODUCTION

The Requirements Management Plan is a necessary tool for establishing how requirements will be collected, analyzed, documented and managed throughout the lifecycle of a project. I do want to point out that in the PMBOK 6th Edition there is no such plan as Requirement Management Plan, but I have found this helpful when working on large and complex projects.

A requirement is a condition or capability that must be met or possessed by a system or system component to satisfy the project objective. Depending on the type of project there may be both project and product requirements. It is easy to unintentionally omit requirements, fail to document them, or leave requirements incomplete without a tool to properly manage them. This Plan is not intended to be a tutorial on Requirements Management; however for reference brief description(s) are included to assist project team members and ensure a common understanding while communicating the requirements management specific activities and tasks that will be performed for this project.

The purpose of the **[Project Name]** Requirements Management Plan is to establish a common understanding of how requirements will be identified, analyzed, documented, and managed for the **[Project Name]**. This document is not used to capture or document requirements, but to communicate the requirements plan.

Requirements will be divided into two categories: *project requirements* and *product requirements*.

- *Project requirements* are the requirements identified to meet the needs of the project and ensure its completion and readiness to hand over to operations. These consist mostly of non-technical requirements.
- *Product requirements* are the requirements identified to meet the technical specifications of the product being produced as a result of the project work. Some stakeholder(s) may refer to product requirements as functional requirements.

REQUIREMENTS MANAGEMENT APPROACH

The requirements management approach is the methodology the project team will use to identify, analyze, document, and manage the project's requirements.

Documentation and Version Control: All project documentation will be loaded into the **[ENTER LOCATION HERE]**

Any proposed changes to project requirements must be reviewed by **[PERSON AUTHORIZED]** and have written approval before any documentation changes are made. Once these proposed changes are approved and the documentation is edited, George J. Raymond, PMP will be responsible for communicating the change to all project stakeholders.

REQUIREMENTS PRIORITIZATION PROCESS

Prioritizing requirements is an important part of requirements management. Developers or service providers do not always know what requirements are most important to stakeholders. Conversely, customers do not always understand the scope, time, and cost impacts of their requirements on a project. Collaboration among all stakeholders is a necessary part of establishing project requirement priorities.

The **[Project Name]** project manager will facilitate stakeholder meetings in order to establish priorities for all project requirements. This project will use a three-level scale in order to prioritize requirements. The chart below illustrates these levels and defines how requirements will be grouped:

Must Have	These requirements are mission critical. They are required for the project/product success or for progression to the next phase.
Nice to Have	These requirements support project/product or may be in alignment with the project objectives, but can be completed in subsequent phase(s).
Not Included	These requirements support project/product or may be in alignment with the project objectives, but can be completed in subsequent phase(s)..

PRODUCT METRICS

Product metrics are an important part of determining a project's success. To gauge the progress and success of the project, there must be quantitative characteristics against which to measure.

In order to achieve project success, the **[Project Name]** product must meet or exceed all established metrics.

	Describe	Owner to Approve
Cost / Time		
Quality		
Performance		

REQUIREMENTS TRACEABILITY MATRIX

The requirements traceability matrix is a tool to ensure that deliverables meet the requirements of the project. There are two requirements document George J. Raymond created, and the appropriate document will be used pending project needs and complexity.

Better Understanding the different types of requirements

Here's an analogy to illustrate:
- Imagine a recipe. The project manager is like the author of the recipe, outlining the ingredients and steps in a general way.
- Developers are like chefs who follow the recipe, but they may also add their own personal touches or adjustments based on their experience and the available ingredients.

Ultimately, both the project manager and developers play crucial roles in the project's success. The project manager ensures the project stays on track and meets its objectives, while developers bring the technical expertise to life and deliver the final product.

Project Manager:
- Defines the project scope and objectives.
- Creates the Work Breakdown Structure (WBS), which breaks down the project into smaller, manageable tasks.
- Develops the Activity List, which outlines the specific tasks and activities required to complete each WBS element.
- Estimates the resources, time, and budget required for each task.
- Tracks the project's progress and identifies potential risks.
- Manages communication with stakeholders.

Developers:
- Provide technical expertise and input on the feasibility of the project requirements.
- Develop detailed technical specifications for the deliverables, including materials, processes, and performance criteria.
- Implement the project tasks according to the WBS and Activity List.
- Report progress and challenges to the project manager.
- Conduct testing and quality assurance activities.