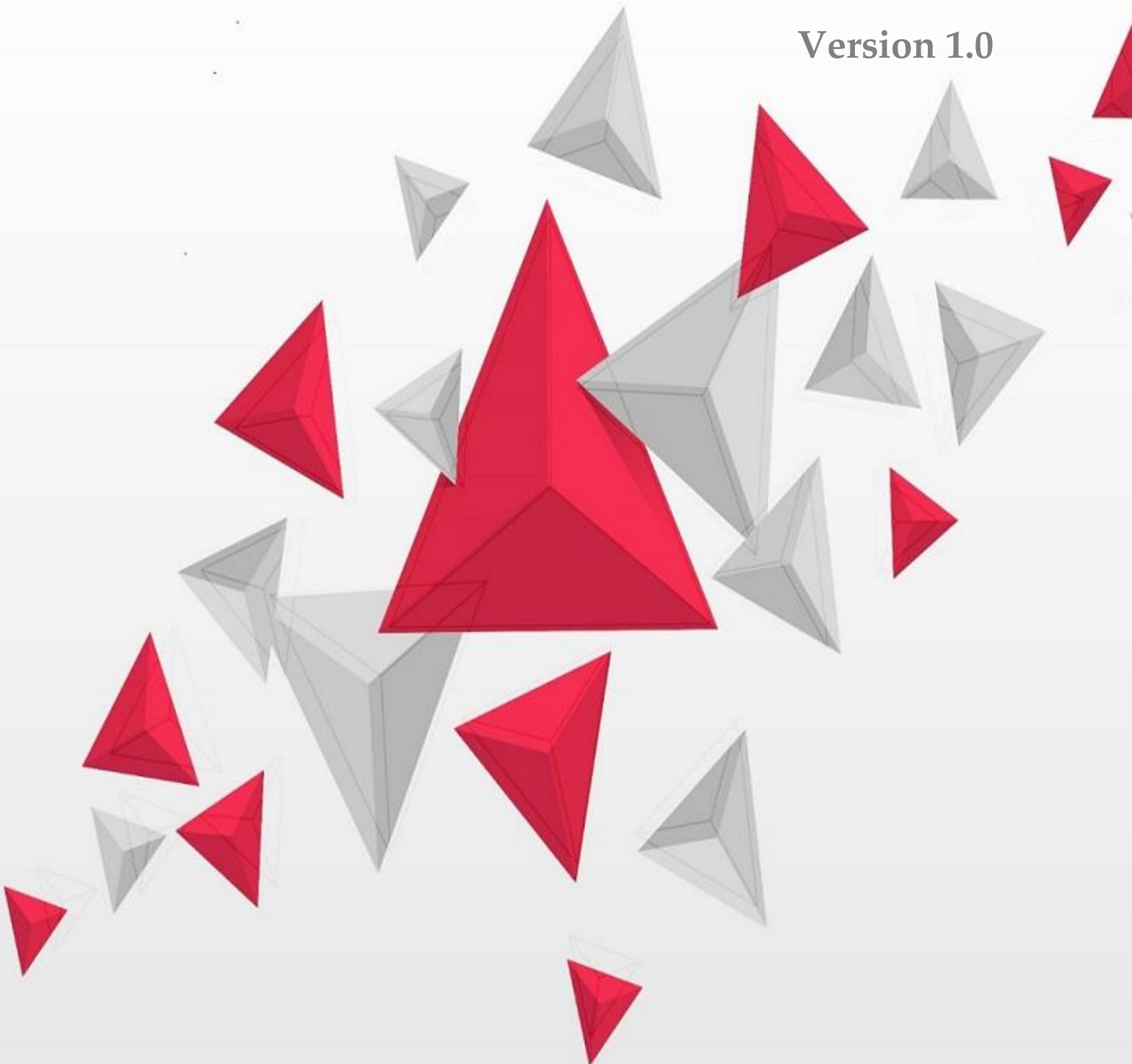


Requirement Management Plan

Acme Corporation

Professional Evaluation Application (PEA)

Version 1.0



Document Versioning Details

| Version | Date | Action | Author | Approver |
|---------|-------------|--|----------------------------|---------------|
| .1 | 7-Jan-2022 | The first draft of the Requirement Management Plan | Robin Gupta and Raj Mathur | Rashmi Shukla |
| 1.0 | 11-Jan-2022 | Base-lined version of Requirement Management Plan | Robin Gupta and Raj Mathur | Pat Flynn |
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1. Introduction

The Requirement Management Plan document defines the overall processes and strategies that should be followed to manage the requirements of the **Professional Evaluation Application (PEA)** being developed for **Acme Corp.**

1.1 Purpose

This document lays down the plan, guidelines, and process that needs to be adhered to for managing the requirements of the 'Professional Evaluation Application (PEA)' project, including the details for requirement tools, metrics, reporting structure, and change management process that needs to be followed throughout the duration of the project.

The intended audiences of this document are the project manager, project coordinator, the requirement engineering team (business analysts, senior business analysts, and lead business analysts), the higher management (project sponsor, senior leaders), and the Project Management Office (PMO).

1.2 Stakeholders

Following are the stakeholders that will be involved in defining and managing the requirements of the application being developed:

| Stakeholder Domain | Stakeholder Category | Key Stakeholders | Responsibilities |
|--------------------|----------------------|------------------|---|
| Project Management | Internal | Raj Mathur | 1. Structure and define the requirement management plan & processes and ensure that they're followed. 2. Periodically review the project artifacts and provide approval 3. Confirm that the project requirements lay within the defined project scope |
| Business Analysis | Internal | Robin Gupta | 1. Follow the guidelines laid out in the requirement management plan 2. Elicit, analyze, validate and document project requirements |

| | | | |
|------------------------------------|----------|-----------------------|---|
| | | | 3. Maintain requirement traceability |
| Client/Subject Matter Expert (SME) | External | Pat Flynn, Jacob Wess | 1. Describe the characteristics, requirements, and expectations from the application being developed 2. Review requirements documents, clarify doubts, and provide approvals |
| Management/Project Sponsor | Internal | Rajnesh Seth | 1. Support the project and ensure it meets the strategic objectives of the organization 2. Provide constant guidance and suggestions to improve project success |
| Project Management and PMO | Internal | Rashmi Shukla | Ensure the compliance of the project documents, procedures, and policies as per the company standards |

1.3 Scope

Detailed below is the high-level scope of the Professional Evaluation Application (PEA):

Module 1 - Evaluation Panel Login

This section of the platform will allow the evaluation panel member/s (e.g., business manager, technical lead, lead analyst, project/program manager) to *create* a web-based 'evaluation test' (assessment) that a job applicant needs to go through against a position to be filled within the organization. The application will allow the panel members to create separate evaluation sections (technical, decision making, comprehension, etc...) within an assessment and *write questions* within each section. These questions will aim to assess a job applicant's capability and suitability for the position.

The platform will also facilitate selecting different questions types (i.e., drop-down, multiple-choice, fill in the blank, reorder), selecting existing questions, or defining new questions.

The panel members will *preview* the evaluation test before finalizing and submitting it.

Module 2 – Recruitment Login

This section of the platform is for the talent acquisition or recruitment team, where they could *create* a job applicants' profile and *invite* the shortlisted job applicants to write the evaluation test. Also, the platform will allow the recruitment to *track* and *manage* job applicants' assessments and review their results.

The analytics section will give in-depth statistics regarding the metrics surrounding the job applicants & evaluation tests. The recruitment will be able to draw additional details from some pre-defined reports.

Module 3 - Job applicant Login

The section caters to the job applicants who will *attempt* the online, on-screen evaluation test prepared by the evaluation panel and assigned to the job applicant by the recruitment members.

The job applicant will *write, review and submit* the evaluation test (assessment) within a defined time limit and give *feedback* on their experience on the application.

The system will invigilate and publish the results to the recruitment based on the markings and cut-off.

Module 4 – Supervisor Login

The supervisor login will be primarily used for *user management*, where a supervisor will *assign* roles/permissions to the existing employees of an Acme corp., on the application.

Furthermore, the supervisor will be able to *view* and *edit* the existing evaluation tests and will have the capability to *add* new tests as well.

Additionally, the supervisor will have the list of all the job applicants created on the platform and their details and will also be able to draw out pre-defined reports and analytics from that data.

1.4 Definitions and abbreviations

- Application: An application is a computer program designated to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
- System: An organized, purposeful structure that consists of interrelated and interdependent elements (components, entities, factors, members, parts etc.).

- Evaluation: A method to judge the competency of an individual by assessing her/his responses to a series of questions
- SME: Subject-Matter Expert (SME) or domain expert is a person who is an authority in a particular area or topic
- Assessment Panel: A group of individuals (belonging to the Acme Corp.) that defines the evaluating questions for a job applicant's assessment
- Recruitment: A department within Acme Corp. that is responsible for finding, screening, and recruiting job applicants
- Job applicant: Person applying for a specific job position within an Acme Corp.
- Supervisor: A person responsible for:
 - Overseeing the activities that are being performed on the 'Professional Evaluation Application' within Acme Corp.
 - The management of the application users
- Analytics: Analytics is the discovery, interpretation, and communication of meaningful data within the application and is displayed on the application dashboard within a widget

1.5 References

- Project Vision Document available in the project's SharePoint

2. Requirement Management

2.1 Requirement Gathering

Following are the formal techniques that are permitted to be used for requirement gathering and elicitation:

- **Interviews/meetings:** This technique involves a face to face conversation of the stakeholders with the interviewee (business analyst) asking general (unstructured interviews) or specific questions (structured interviews) regarding the project requirements
- **Document analysis:** The requirement engineering team (business analysts, senior business analysts, and lead business analysts) reviews the documents belonging to an existing system to gather further understanding, details, and perspectives around the system.
- **Brainstorming sessions:** Usually done with a group of project stakeholders where the requirement engineering team and stakeholders try to come up with as many ideas/creative solutions possible for a problem. The resultant solutions set is then discussed, prioritized, and selected for implementation
- **Facilitated workshops:** A facilitator (business analyst) will conduct a session with relevant project stakeholders to discuss project requirements and reach a consensus.
- **Prototyping:** An illustrated model of the project solution is created, considering the preliminary requirements, which are refined through successive iterations.
- **Observation:** The business analyst shadows the client stakeholders working in their actual work environment while asking questions, clarifying doubts, and gathering details about the existing processes.

2.2 Requirement Traceability

Requirement Traceability Matrix (RTM) should be created for the project, which should include all the requirements of the project (to be taken from the project-specific Functionality Matrix) and should establish the following details about those requirements:

- Functionality matrix reference of the requirement
- Use case containing the requirement
- Module to which the requirement belongs

- Source code file name/location for the requirement
- Test case IDs for the requirement
- Requirement's release details

2.3 Requirement Analysis

Following are the requirements analysis techniques that are to be used for the project:

- Gap Analysis
- Decision Analysis
- Prototyping
- Flowcharts
- User Stories
- Entity-Relationship (ER) Diagram
- Data Flow Diagram

2.4 Requirement Modeling

Following are the models that are permitted as a part of project requirement modeling:

- Use Case Modeling
- Entity-Relationship (ER) Diagram
- Data Flow Diagram
- Data Modeling
- Business Process Modeling
- Modeling through Unified Modeling Language (UML)

2.5 Requirement Documentation

Following are the documents that should be created to capture the functional and non-functional requirements of the project

| Document Name | Purpose | Responsibility |
|--|---|------------------|
| Business Requirement Document (BRD) | Captures high-level project requirements | Business Analyst |
| System Requirement Specification (SRS) | Captures granular and detailed project requirements | Business Analyst |
| Functionality Matrix (FM) | Lists all the project requirements | Business Analyst |

| | | |
|---------------------------------------|---|----------------------------------|
| User stories/ Use cases | Captures detailed requirements for specific functionalities | Business Analyst |
| Requirement Traceability Matrix (RTM) | Tracks all the project requirements throughout the project lifecycle | Business Analyst/Test Lead |
| Project Glossary | Defines the project-specific terminology | Business Analyst |
| Change Requests | Captures complete details against each of the changes requested | Business Analyst/Project Manager |
| Change Control Log | Logs all the change requests submitted for the project | Business Analyst |
| Meeting Minutes | Organized records all the aspects of the project meetings and discussions | Business Analyst |

2.6 Requirement Review

Each of the project requirement documents is to be subjected to the following review activities:

| Document Name | First level review | Final Review |
|--|---------------------------------------|-----------------|
| Business Requirement Document (BRD) | Lead Business Analyst/Project Manager | Client SME |
| System Requirement Specification (SRS) | Lead Business Analyst/Project Manager | Client SME |
| Functionality Matrix (FM) | Lead Business Analyst/Project Manager | Client SME |
| User stories/ Use cases | Lead Business Analyst | Client SME |
| Requirement Traceability Matrix (RTM) | Lead Business Analyst | Project Manager |
| Project Glossary | Lead Business Analyst | Project Manager |
| Change Requests | Lead Business Analyst/Project Manager | Client SME |
| Change Control Log | Lead Business Analyst | Project Manager |
| Meeting Minutes | Lead Business Analyst | NA |

2.7 Requirement Prioritization

TBD

2.8 Quality Standards

Following guidelines should be followed to ensure project documentation standards:

- All the stakeholders defined in Section 1 should be involved in the requirement discussions
- Requirements should be iterated, and a consensus should be obtained from all the project stakeholders
- Use the permitted requirements analysis and requirement modeling techniques wherever applicable
- Respective template (available at the company's knowledge repository portal) should be used to capture the requirements
- Ensure that the acceptance criteria and requirement boundaries are clear and well defined
- Requirement can be called 'finalized' only when the respective use case/user story is signed off by the client SME
- All the requirements should be listed in the Functionality Matrix and should be traceable

3. Requirement Categories

The broad categories within which the project requirements should fall are:

Functional requirements

- Business requirements/rules
- User-level requirements
- System-level requirements
- Completion/Exit Criteria

Non-functional requirements

- Performance Requirements
- Usability Requirements
- Security Requirements
- Training Requirements
- Recovery Requirements
- User Interface requirements

4. Configuration Management

List of configurable project requirements documents

Following are the project requirement artifacts that are configurable and require formal change control to make any modifications to them:

- Requirement Management Plan
- Business Requirement Document (BRD)
- System Requirement Specification (SRS)
- Functionality Matrix (FM)
- User stories/ Use cases for the project
- Requirement Traceability Matrix (RTM)
- Change Requests

Project Documents Nomenclature

Any of the project requirement documents should follow the below nomenclature:

<Project Initials>_<Document Name>

For e.g., PEA_Business Requirement Document

Designated Project Repository

The following repository (folder structure) should be followed to store the project requirement documents:

- Professional Evaluation Application (PEA)
 - Configurable Items
 - Requirement Engineering
 - Requirement Management Plan
 - Business Requirement Document
 - System Requirement Specification Document
 - Functionality Matrix
 - User stories/ Use cases
 - Requirement Traceability Matrix

- Change Requests

The above folder structure should be created under a sub-versioning and revision control software (like SVN) and appropriate permissions (Read, Write) given to the business analysts.

5. Requirement Tools

| Name of the Tool | Tool Description | License Number |
|----------------------|---|---------------------|
| Microsoft Word | Word processor used for capturing detailed information about project requirements | 9634-gD34-7833-Hje2 |
| Microsoft Excel | Segregation and classifications of project requirements | 9634-gD34-7833-Hje2 |
| Microsoft Visio | Used to draw flow and sequence diagrams/requirement models | 9634-gD34-7833-Hje2 |
| Microsoft PowerPoint | Used for presentations | 9634-gD34-7833-Hje2 |
| CA Agile Central | Capturing requirement epics and user stories | 7635263-6372101 |
| Balsamiq | Used for rapid wireframing and quick prototyping | AK78WEYQ7623 |
| Confluence | Online document repository and collaboration software | 6281-7261-71009 |

6. Requirement Metrics

Defined below are the metrics that shall be used to assess the quality of the requirements that are elicited for the project:

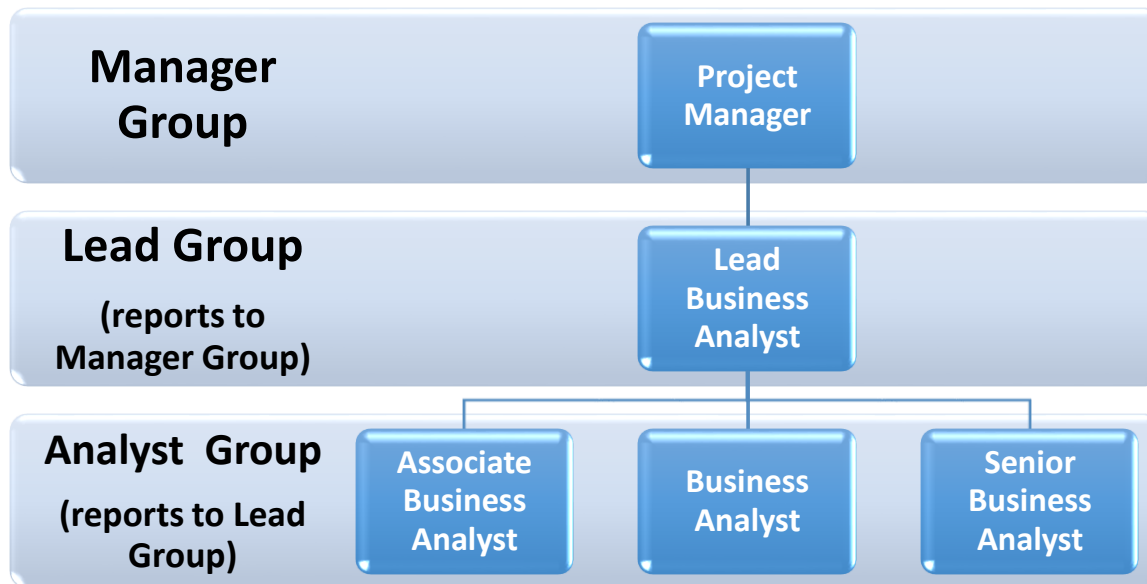
| Metrics name | Purpose | Calculation (%) |
|--------------|---|--|
| Unambiguous | To obtain requirements that are understood identically by all the stakeholders | $M_{(u)} = (R_{(u)} / R_{(t)}) * 100$ Where $M_{(u)}$ = Metrics depicting unambiguous requirements percentage |
| Measurable | To obtain requirements whose pace and percentage of completion can be measured | $M_{(m)} = (R_{(m)} / R_{(t)}) * 100$ Where $M_{(m)}$ = Metrics depicting measurable requirements percentage |
| Coverage | To requirements should cover all the aspects of the respective functionality | $M_{(c)} = (R_{(c)} / R_{(t)}) * 100$ Where, $M_{(c)}$ = Metrics depicting coverage requirements percentage |
| Traceable | To trace the complete lifecycle of a requirement within the Requirement Traceability Matrix | $M_{(tr)} = (R_{(tr)} / R_{(t)}) * 100$ Where $M_{(tr)}$ = Metrics depicting traceability requirements percentage |

For all the requirement-related calculations above, $R_{(t)}$ is the total number of requirements listed in the functionality matrix and are expected to be covered under the project scope. Additionally,

- $R_{(u)}$ = Total number of requirements that all the project stakeholders clearly and identically understand
- $R_{(m)}$ = Total number of requirements whose progress can be measured
- $R_{(c)}$ = Total number of requirements that are complete in all respects and does not require any further analysis and clarifications
- $R_{(tr)}$ = Total number of requirements whose progress can be traced in different sections within the Requirement Traceability Matrix

7. Reporting Structure

Depicted below is the reporting structure that should be followed for the roles that are expected to carry out the requirement-related activities.



The Manager Group consists of the project manager, with the Lead Group reporting directly to him and the Analyst Group indirectly.

Lead Group consists of the Lead Business Analyst, with the Analyst Group reporting directly to him.

Analyst Group consists of the Associate Business/System Analyst, Business/System Analyst, and Senior Business/System Analyst and reports directly to Lead Group and indirectly to the Manager Group.

8. Change Management

Any additional requirements which were not listed under the original project scope or changes to the baseline requirements shall be considered as a change request (CR).

The requirement engineering team should validate the viability of the requested change, assess its importance and file the change by filing the Request for Change (RFC) Form on behalf of the Client/SME stakeholders.

All the RFCs should undergo a formal change control process, and the Change Control Board should have the following members:

| Member Name | Member Role | Responsibility |
|-----------------------|----------------------------|--|
| Rajnesh Seth | Project Sponsor | Provide overall support and guidance, resources and accept/reject the change |
| Pat Flynn, Jacob Wess | Client SME | Provide justifications against the change, explain the importance of change to the business, contribute towards change discussions, and give consensus to the decision of approving/rejecting the change |
| Raj Mathur | Project Manager | Review the change requests, assess their business value, ensure overall coordination and accept or reject the change by analyzing the impact |
| Bill Nelson | Technical Lead/Architect | Evaluate the technical feasibility against the change and provide the development estimates |
| Robin Gupta | Lead Business Analyst (BA) | File and track the change, assess the complete scope of the change, perform impact analysis and create applicable documents (gap analysis, cost-benefit analysis) |

The decisions taken by the CCB against the change requests are final and binding shall be respected by all the project stakeholders and shall be logged in the 'Request For Change (RFC)' Form.

The requirement engineering team should log all the discussions and details around the change request in the 'Request For Change (RFC)' form, and if the Change Request (CR) is approved, they should carry out the respective documentation, including modifications to the existing impacted documents

9. Appendix

| Document Details | Location |
|-------------------------|-----------------------|
| Project vision document | Project's Share Drive |
| Process_flow.png | Project's Share Drive |