**Requirement Management Plan**

**<Client Name>**

**<Project Name>**

**<Version Number>**

# Document Versioning Details

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Action** | **Author** | **Approver** |
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# Introduction

*[Provide the overview of the Requirement Management Plan and explain how it defines the strategy to manage the project's requirements.]*

## Purpose

*[Define the motive behind creating the Requirement Management Plan and explain why it is required.]*

## Stakeholders

*[Give details of the stakeholders involved in defining and managing the requirements of the software being developed, in the below format]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder Domain** | **Stakeholder Category** | **Key Stakeholders** | **Responsibilities** |
| *<name of the domain to which the stakeholder belongs>* | *<category of the stakeholder>* | *<actual name(s) of the stakeholder>* | *<detailed responsibilities of the stakeholder belonging to the said domain and category>* |
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## Scope

*[Give details of the high-level scope of the project and define the broad outlines of requirement boundaries.]*

## Definitions and abbreviations

*[The meaning and definition of any project specific-terminology, technical abbreviations, and business acronyms used in the document should be mentioned here. In case the project used terms in a different context than the general understanding, even those details should be listed here.]*

|  |  |
| --- | --- |
| **Term** | **Definition** |
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## References

*[List down any of the other reference documents that are mentioned in the document. It may include:*

* *Documents on the shared project repository*
* *URLs or network locations*
* *Websites*
* *White papers*

*Also, the information against the reference artifacts shall be captured in the below table]*

|  |  |
| --- | --- |
| **Reference Document Details** | **Location** |
| *<Name/details of the artifact>* | *<Respective location in the network or shared project repository>* |
|  |  |
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# Requirement Management Approach

*[This section defines all the aspects that are to be followed for managing the requirements of the project/product.]*

## Requirement Gathering

*[Define the requirement gathering techniques and approaches to be used in the project for requirement elicitation.]*

## Requirement Traceability

*[Requirement traceability helps understand the source of the requirement.*

*Describe the approach and tools that the project will use to trace the project requirements throughout the project life cycle.]*

## Requirement Analysis

*[Requirement analysis is an organized set of activities and tasks carried out to examine and study the project’s requirements.*

*Define the techniques and approaches to be used for analyzing the project’s requirements.]*

## Requirement Modeling

*[Requirement models are visual representations of the project’s flows, functions, quality attributes & constraints, with the aim to depict complex information into a simple format.*

*Detail out the different requirement models that will be created in the project, what information will be contained within each of the modules, and the modeling notation language used.]*

## Requirement Documentation

*[List out all the documents that are supposed to be created to document requirements, the level of details that should be included within, and the organizational templates that should be used for the same.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Name** | **Purpose** | **Template Name** | **Responsibility** |
| *<formal name of the document>* | *<rationale behind its creation>* | *<name of the template (as per organization policy)>* | *<who should be authoring the document>* |
|  |  |  |  |
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## Requirement Review

*[List down all the review activities, checklists, and peer reviews that will be carried out to verify and validate the documented requirements.]*

## Requirement Prioritization

*[Requirements could come from multiple stakeholders, and this section contains the details around how to prioritize the requirements and the stakeholders authorized to perform prioritization.]*

## Quality Standards

*[Describe the standards that should be followed while gathering and documenting requirements. These standards should be in line with the processes and standards of the organization.]*

# Requirement Categories

*[Mention all the broad categories or types of the requirements that will be a part of the project, including, but not limited to:*

* *Functional Requirements*
* *Non-functional Requirements*
* *Business Requirements*
* *Stakeholder/User Requirements*
* *User Interface (UI)/User Experience (UX) Requirements*
* *Technical Requirements]*

# Configuration Management

*[Describe how the different versions of the documents will be managed, the central location to save the project documents, the document nomenclature, and other associated details.]*

## Configurable Project Documents

*[Contains the list of all the project requirement documents that are configurable]*

## Documents Nomenclature

*[The project requirements documents should follow a specific terminology, and the same should be defined here.]*

## Project Repository Location and Structure

*[The repository of the project documents (shared drive, network drive) should have a defined structure for categorizing the documents, and the same should be explained here.]*

# Requirement Tools

*[List down the name and the associated details of all the tools that are supposed to be used for requirement elicitation and management in the below format.]*

|  |  |  |
| --- | --- | --- |
| **Name of the Tool** | **Tool Description** | **Licensing Details** |
| *<full name of the tool>* | *<short description about the tool’s usage>* | *<license number and registration details>* |
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# Requirements Metrics

*[Metrics are indicators of the project’s performance. Define the metrics that will be used to qualitatively and quantitatively assess the requirement documents created for the project, in the below format]*

|  |  |  |
| --- | --- | --- |
| **Metrics name** | **Purpose** | **Calculation** |
| *<name of the metrics>* | *<rationale behind metrics usage>* | *<details around how to calculate the metrics>* |
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# Reporting Structure

*[Lay down the reporting structure that will be followed for the associates that are expected to carry out the requirement-related activities along with their roles and responsibilities.]*

# Change Management

*[Lay down the process that will be followed in case there are changes to the project requirements and the details of the members involved, in the below format]*

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Member Role** | **Responsibility** |
| *<name of the member>* | *<role of the member>* | *<listing of the member’s responsibilities>* |
|  |  |  |
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# Appendix

*[This section includes any supplementary material and supporting artifacts that will help the reader strengthen their understanding of the requirement management plan, like:*

* *More information on the current state of processes*
* *Any graphs, charts, tables, figures, diagrams, etc…*
* *Process flows, detailed specifications, technical details, etc…*
* *Any other information set that is too detailed or out of place for the main body of the requirement management plan*

*It should be noted that vital information should always be provided in the main document body. Also, if possible, the original documents should not be attached here; instead, the names and links to the location of those documents should be provided]*