

Requirements Management Plan

This is a template for a requirements management plan. Each section is described, with a few examples and a (hopefully) comprehensive checklist. There is no licence - it is free to use, copy and distribute.

1.0 Requirements Identification

This project must fulfill the following requirements:

- Design must fulfill the requirements of the Universal Building Code.
- Drawings must be stamped by a professional engineer licenced in the state.
- Tender documents must follow the standard construction templates for building projects.
- Project management must conform to the client's Project Administration Manual.
- Safety must be governed by the company's Health and Safety program.
- Adjacent landowners must be satisfied with the final product.
- The client (specifically Joe A., Jane B.) must be satisfied with the project outcome.
- The surrounding roads must be left in at least the same condition they were originally found in.
- The prototype must be functional and aesthetic.
- There must be zero emissions through the life of the project.
- The software must contain the following functions: A, B, C.
- The project completion inspection must be performed by Feb. 1, 2015.
- Design review must be complete by March 1, 2016.
- Power requirements must be limited to 5 W.

2.0 Requirements Analysis

This section requires a discussion of each requirement, what its root causes are, and how to manage them.

- Tender documents will need to follow the standard templates for the client. They sometimes change without notice, thus care needs to be taken to check for the latest template before submission.
- Adjacent landowners are unpredictable project stakeholders. They can value their land differently than one another and can have drastically different perspectives and attitudes towards the development, even if the effects they are experiencing from the development are the same.
- The project must have zero emissions, but this might not be practically possible. Budget needs dictate that the client might not be able to get zero emissions. This might require dialog to ensure client requirements are met.
- The prototype must perform its intended function with a top speed of 150 rpm, and an acceleration rate of 25. If this is not possible, a slightly lower top speed could suffice as long as there is a correspondingly higher acceleration. Under no circumstances can the prototype have

a top speed of 130 rpm. Product feasibility is based on strong rpm's, therefore all effort needs to be expended to achieve it.

- The software must ensure data storage is encrypted with industry standard encryption technology. If a superior technology exists with minimal time and cost to implement, it should be used instead, so long as the third party security auditors allow it.
- The project commissioning must take place before February 1, 2015, but if the client holds up the project due to slow reviews, or any other reason, the commissioning could be extended as required.

3.0 Requirements Prioritization

Which requirements are the most important, and which take precedence over others? They don't all conflict, but the ones that do need to be prioritized or else the project team will spend unnecessary time deciding the priority themselves. Even worse, they can fight over it, or the more senior team member will get his requirement prioritized over the others.

- The company's Health and Safety policy governs for this project, however during construction, the Contractors safety policy will take precedence, if it exists.
- The software must contain functions A, B, and C, but if the budget does not allow for the development of all three features, B should be dropped first, then C, and then A.
- The project completion inspection must be performed by February 1, 2015, but if the design of the structure requires more time, the completion date must be extended.
- The client must be satisfied with the project outcome, but it is more important if Joe A. (the manager) is satisfied than Jane B.
- The surrounding roads must be left in at least the same condition they are found in, but if construction traffic creates only dirt stains on the road, this does not require the expenditure to fix.

4.0 Requirements Management and Control

This section identifies how the requirements will be managed and controlled. It requires a plan to revisit and re-approve the requirements on a regular basis to ensure they have not changed.

- Since the surrounding landowners are unpredictable stakeholders that could radically affect the outcome of the design, the feedback of each landowner should be solicited at each step of the design process. After receiving comments from all landowners, the scope of the project should be revisited and re-approved.
- The software development scope will be reviewed weekly to determine the time and resources required to complete the scope. If the number of features requires a change, this must be initiated as soon as possible.
- The project will be analyzed monthly to ensure the prototype will achieve the required performance level. If at any time there is uncertainty that it will achieve the performance target, the board will meet to review the evidence and decide upon a further course of action.
- The schedule will be re-calculated weekly and documented in the project management plan appendices. If the commissioning date of the facility appears to be unachievable, the project team must inform the client immediately.