PROJECT REQUIREMENTS MANAGEMENT PLAN TEMPLATE

This Requirements Management Plan is an essential document for project' that want to succeed. This template enables you to record and define all the project requirements whether they are product or project based. This plan provides a structured and documented framework that is fundamental to the PMBOK® knowledge area of scope management.

This plan defines how project requirements are collected, analyzed, monitored and managed for the duration of its life. This document ensures that all requirements are recorded in a structured manner avoiding omissions and provides a tool to ensure the right requirements are available in a timely and appropriate fashion.

FRONT COVER	**DESCRIPTION:** this page details the typical items found on the cover of requirements management plan. Amend its contents to reflect the needs of your specific project and organization's culture.

Displays a top-level summary of essential information relating to the Requirements Management Plan.	• Project Manager is listed as its author along with their contact details.
	• Project Name that this plan relates to.
	• Version of Requirements Management Plan
	  – Version history will be shown in relevant appendix.
	• Approval:
	  – Lists the names and job titles of each person who as given approval and sign-off of this plan.
	  – The date and version they have approved accompany their signature.
	• Circulation List of who (name, location & organization) has received stated version.

Project Working Title:	**Project Description:**	**Version:** **Date:**

Project Sponsor:	**Contact tel:** **email:**	**Plan Author:**	**Contact tel:** **email:**	**Organization:**

CIRCULATED TO:	
-	-
-	-
-	-
-	-
-	-

© www.free-management-ebooks.com. All Rights Reserved

REQUIREMENTS MANAGEMENT PLAN APPROVAL			
Printed Name & Job Title	Project Role	Signature	Date Approved
	Project Sponsor		

INTRODUCTION: describes how the project requirements are going to be collected, documented then analyzed and managed for the whole duration of the project. The purpose of this plan is to ensure that now requirements are omitted and that each one is available in the correct manner and quantity at the time it is needed. Requirements can be described as project and product based.

© www.free-management-ebooks.com. All Rights Reserved

REQUIREMENTS MANAGEMENT APPROACH: describes the approach the project will adopt when identifying, analyzing, managing and documenting its requirements.

CONFIGURATION MANAGEMENT: must be conducting during the initial planning stages and is an essential part of the requirements management plan. It must also be able to incorporate necessary and approved changes that occur during its lifespan. It will refer to processes and contents of the configuration management plan.

© www.free-management-ebooks.com. All Rights Reserved

REQUIREMENTS PRIORITIZATION PROCESS: requires the project manager to collaborate with all stakeholders to establish appropriate priorities to all requirements that fit in with the constraints facing the project. Priority definitions can be listed in Appendix B of this template.
PRODUCT METRICS: provide a measurable quantitative aspect for each product so that progress can be monitored and success gauged. Examples of metrics are specifications that relate to cost, quality, performance or product requirements.
REQUIREMENTS TRACEABILITY MATRIX: this section of the plan describes how agreed project requirements will be tracked according to their deliverables for all phases of the project. In this way specifications and features of products are traced to ensure they meet the requirements they are based on. Appendix C of this template provides a Requirements Traceability Matrix.

© www.free-management-ebooks.com. All Rights Reserved

APPENDIX A – VERSION HISTORY

This appendix records the version history of this plan. For each new and approved version the reasoning behind its creation are described below

Version Number	Name of Implementation Author	Date Revised	Approved by	Date Approved	Reasoning behind new version
1.0					

APPENDIX B – GLOSSARY OF PROJECT TERMS

Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent in every communication. (*examples' are shown in italics*)

Acronym / Term	Standard or Project Definition
PMO	Project Management Office
High Priority	*Assigned to requirements that are critical to the project/phase.*
Medium Priority	*Assigned to requirements that support the product/process operations.*
Low Priority	*Assigned to requirements that are desirable for their functional/quality enhancements if the can fit into the project plan.*

© www.free-management-ebooks.com. All Rights Reserved

APPENDIX C – REQUIREMENTS (REQ) TRACEABILITY MATRIX

Project Title:	Business Unit:	Target Date:
Project Manager:	Lead Bus. Analyst:	QA Lead:

Req.ID	Document Reference	Description	Charter Reference	Test Case Reference	User Acceptance	Comments

© www.free-management-ebooks.com. All Rights Reserved

APPENDIX D – DOCUMENTATION REFERENCES

Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and conjunction with of the communications management plan.

ISBN / Reference / Version	Document	Author

© www.free-management-ebooks.com. All Rights Reserved