**REQUIREMENTS MANAGEMENT PLAN Template**

**Project Name:**

**Project ID:**

**Executive Sponsor:**

**Project Manager:**

**Business Analyst:**

Date: May 4, 2010

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Revision History

| **Version** | **Date** | **Revision Description** |
| --- | --- | --- |
| .01 |  |  |
| .02 |  |  |
| .03 |  |  |
| .04 |  |  |
| 1.0 |  | Approved Requirements Management Plan |
|  |  |  |
|  |  |  |

# Introduction

## Purpose of the Requirements Management Plan

[Provide the purpose of the Requirements Management Plan. This document should be tailored to fit a particular project’s needs.]

The Requirements Management plan is used to document the necessary information required to effectively manage project requirements from definition, through traceability, to delivery.

The Requirements Management Plan is created during the Planning Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

# Requirements Management Overview

## Organization, Responsibilities, and Interfaces

[Describe here who is going to be responsible for performing the various activities described in the requirements workflows defined later in this document.]

## Tools, Environment, and Infrastructure

[Describe the computing environment and software tools to be used in fulfilling the Requirements Management functions throughout the project or product lifecycle.

Describe the tools and procedures that will be used to control the versioning of the Requirements items generated throughout the project or product lifecycle.]

# Requirements Management

## Assumptions/Constraints

[Define any assumptions and/or constraints taken into account when defining requirement for this section of this document.]

## Requirements Definition

[Describe the approach and tools that the project will use to define the specifications of the project requirements. Explicitly describing project requirements promotes the correct and efficient development and delivery of that requirement.]

## Requirements Traceability

[Describe the approach and tools that the project will use to trace the project requirements throughout the systems life cycle. The approach that is followed should enable the project team to ensure that the project delivers the project requirements exactly as specified and that they fulfill the project requirements. Appendix D is for a Requirements Traceability Matrix that the project team can adapt and populate for this purpose.

## Workflows and Activities

[Describe the workflows and activities that apply to managing requirements. Describe review activities, including review objectives, responsibilities, timing, and procedures.]

## Change Management

[Describe the process by which problems and changes are submitted, reviewed, and resolved. This should include the process for negotiating requirements changes with customers, and any contractual processes, activities, and constraints.

Describe who will be authorized to approve changes and procedures for processing change requests.

Requirements Management Plan Approval

The undersigned acknowledge they have reviewed the **Requirements Management Plan** and agree with the approach it presents. Changes to this Requirements Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are required. Examples of such individuals are Project Sponsor, Business Owner, Technical Lead and Project Manager. Add additional signature lines as necessary.]

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

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| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

# Appendix A: References

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| <Document Name and Version Number> | [Provide description of the document] | <URL or Network path where document is located> |

# Appendix B: Key Terms

[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| [Insert Term] | [Provide definition of the term used in this document.] |
| [Insert Term] | [Provide definition of the term used in this document.] |
| [Insert Term] | [Provide definition of the term used in this document.] |

# Appendix C: Requirements Specification Template

[Insert a link to the Requirements Specification Template]

# Appendix D: Requirements Traceability Template

[Insert a link to the Requirements Traceability Template]

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