Requirements Management Plan.

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Project title:		Date prepared :

1.- Collection.

- Describe how Requirements will be collected.
- Consider techniques such as Brainstorming, Interviewing, Observations, etc.

2- Analysis.

- Describe how Requirements will be analysed for prioritization, categorization, and impact to the product or project approach.

3.- Categories.

- Identify categories for requirements such as (Business, Stakeholder, Quality, etc..)

4.- Documentation.

- Define how Requirements will be documented.
- The format of Requirements Documentation may range from a single spreadsheet to more elaborate forms containing detalied descriptions and attachments.

5.- Prioritization.

- Identify the prioritization approach for requirements.
- Certain requirements will be non-negotiable, such as those that are regulatory or those that are needed to comply with the organization's policies or infrastructure.

6.- Metrics.

- Documents the metrics that Requirements will be measured against.
- For example, if the requirement is that the product must be able to support 150 lbs, the metric may be that is designed to support 120 % (or 180 lbs).

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7- Traceability structure.

- Identify the information that will be used to link requirements from their origin to the deliverables that satisfy them.

8.- Tracking.

- Describe how often and what techniques will be used to track progress on requirements.

9.- Reporting.

- Define how reporting on requirements will be conducted and indicate the frequency.

10.- Validation.

- Identify the various methods that will be used to validate requirements, such as inspection, audits, demonstration, testing, and so forth.

11.- Configuration Management.

- Describe the Configuration Management System that will be used to control requirements, documentation, the Change Management Process, and the authorization levels needed to approve changes