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May 16, 2015

[Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, contract number etc.]

Project Requirements Management Plan

The requirements management plan is a component of the project management plan that describes how requirements will be analysed, documented and managed.



REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*											
		Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers						
Rev. 0 (draft)	29/10/2013												

*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

Amendments

The Project Requirements Management Plan from time to time may require updates. Any amendment to this plan shall be **informed to the change control board by use of the change request form and approved by the project change control board** prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system **(to be added upon initial approval)** will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating "page removed".

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.



[Project Name]

Project Requirements Management Plan

PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by Proj. Sponsor:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation



TABLE OF CONTENTS

Revisions and Distribution.....	2
Amendments	2
Project Sponsor Approval.....	3
Requirements Management Approach.....	1
Requirements Analysis	2
Categorization	2
Prioritization.....	2
Validation	2
Acceptance	2
Requirements Documentation.....	3
Requirements Traceability	4
Requirements Traceability Matrix.....	5
Configuration Management.....	6
Attachments:	7



[Project Name]

Project Requirements Management Plan

REQUIREMENTS MANAGEMENT APPROACH

Give a brief explanation how the requirements will be collected, documented and managed throughout the project life cycle.



REQUIREMENTS ANALYSIS

Categorization

Define categories for requirements.

E.g.:

- Business need,
- Stakeholder requirement,
- Solution requirement,
- Transition requirement,
- Project requirement,
- Quality requirement.

Prioritization

Requirements must be prioritized. This is especially important if in some cases requirements may conflict with each other.

E.g.:

- Mandatory,
- Necessary for functionality,
- Not necessary for functionality (nice to have),
- ...

Validation

The method that is used to validate that a requirement is met (inspection, testing, audit, ...).

Acceptance

A certain criteria that must be met to ascertain that a requirement is fulfilled.



[Project Name]

Project Requirements Management Plan

Requirements Documentation

Req. ID	Requirement Name	Requirement Objective	Required by (stakeholder)	Category	Priority	Acceptance Criteria	Validation Method



REQUIREMENTS TRACEABILITY

A requirements traceability matrix tracks attributes of requirements. The matrix uses information from the requirements documentation and links it to other aspects such as the WBS, processes etc.



[Project Name]

Project Requirements Management Plan

Requirements Traceability Matrix

Req. ID	Requirement Name	Priority	Category	Owner	WBS ID	Technical Documentation ref.	...	Validation Documentation ref.	Sign-off



CONFIGURATION MANAGEMENT

Configuration management is concerned with centrally managing approved changes and project baselines. Requirements are collected during the planning phase of scope management in the collect requirements process.

During the project life cycle additional requirements may occur, requirements may change or improper collected requirements may need adjustment.

Explain how you are going to manage such changes.



[Project Name]

Project Requirements Management Plan

ATTACHMENTS:

Attachment 1	
Attachment 2	
