**REQUIREMENTS**

**MANAGEMENT**

**PLAN TEMPLATE**

PROJECT NAME

REQUIREMENTS MANAGEMENT PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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|  | NAME | TITLE | DATE |
| PREPARED BY |  |  |  |
| APPROVED BY |  |  |  |

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This template provides a basic outline for a requirements management plan (RMP). In order to meet the needs of your organization and project, you can rearrange, adapt, delete, or amplify any of the following sections as necessary. You can also briefly introduce plans in each section and then attach or link to a larger document.

# OVERVIEW

# EXECUTIVE SUMMARY

Use the project charter to summarize the purpose of the requirements management plan. Enumerate the goals and objectives of the RMP.

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# STAKEHOLDERS AND TEAM MEMBERS

List the relevant owners, stakeholders, sponsors, and team members. Include their specific roles and responsibilities.

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## CONVENTIONS

List any conventions and formats that are unique to this document or project.

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## PROJECT SCOPE

Refer to the project charter to define the project scope, or link to the scope of work document. By defining the limits of scope, the team will be able to focus and prevent scope creep.

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## ENVIRONMENT

Describe the operational environment.

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## WORK BREAKDOWN STRUCTURE (WBS)

Discuss how the team will use the work breakdown structure to complete the project, and link to the WBS document and the WBS dictionary, which, together, detail the work packages and tasks for the project.

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## SCHEDULE BASELINE

Provide the schedule baseline, so you can gauge your progress.

|  |  |  |  |
| --- | --- | --- | --- |
| TENTATIVE SCHEDULE | OWNER | START | END |
| Document assembly |  |  |  |
| RMP document |  |  |  |
| Collection |  |  |  |
| Analysis |  |  |  |
| Definition |  |  |  |
| Prioritization |  |  |  |
| Validation and maintenance |  |  |  |

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| --- |
| SCHEDULE BASELINE NOTES |
|  |

## STAKEHOLDER ANALYSIS

Describe how you identified the stakeholders and how they will impact (and be impacted) by the project. If you use a stakeholder analysis matrix, attach it here.

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## REQUIREMENTS APPROACH

Detail the processes and approaches that the team will use to execute each activity. Include specific methods and actions. Add any notes to clarify an approach or to justify a decision.

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| --- | --- | --- |
| REQUIREMENTS ACTIVITY | PROCESS/APPROACH | NOTES |
| Gathering |  |  |
| Analysis  |  |  |
| Definition  |  |  |
| Prioritization  |  |  |
| Validation and Maintenance  |  |  |

## REQUIREMENTS TYPE

If applicable at this time, list and categorize the general requirements.

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS  | TYPE | NOTES |
|  | Business Requirements |  |
|  | Stakeholder Requirements  |  |
|  | Technical Requirements |  |
|  | Solution Requirements  |  |
|  | Transitional Requirements  |  |
|  |  |  |

## CHANGE MANAGEMENT PLAN

Describe the change control process or link to a separate document. Specify the following: the parties who can submit changes; the parties who can approve changes; and the manner in which you communicate and track changes. If your organization has a standing process or a change control board, refer to any existing documentation.

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# TRACEABILITY AND TRACKING METRICS

List the metrics and criteria you use to track each requirement. Include the process or schedule that’s relevant to each requirement.

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# COMMUNICATION MANAGEMENT PLAN

A communication management plan delineates the following: the parties who need information and updates on the project; the type of information that those parties need; the frequency of such updates; and the manner in which you will update such parties. One often uses a communication management plan in tandem with a stakeholder list. Outline your plan here or link to a separate document. (Include the plan in conjunction with stakeholder baselining.)

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| NAME | TITLE | EMAIL | OFFICE PHONE |
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| --- | --- | --- | --- | --- | --- |
| COMMUNICATION TYPE | DESCRIPTION | FREQUENCY | MESSAGE DISTRIBUTION | DELIVERABLE | DELIVERABLE OWNER |
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# PRIORITIZATION METHODS

Detail how you will determine each requirements priority. Include any methods, frameworks, or techniques, as well as the criteria for your release scheduling. Attach a requirements prioritization matrix if applicable.

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# MAPPING PROCESSES AND METHODS

Explain the methods for developing the models, and list the tools you will use to record and post the charts. Use a requirements matrix map (RMM) here.

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# APPENDICES

Attach or link to separate plan documents or other reference documents. If necessary, include any processes or procedural guidelines not listed above.

|  |  |
| --- | --- |
| ATTACHMENT NAME | LOCATION/LINK |
| Definition Criteria |  |
| Impact Analysis |  |
| Gap Analysis |  |
| Prioritization Matrix |  |
| BPMN |  |
| Change Control Board Protocol  |  |
| Communication Plan |  |
| Requirements Traceability Matrix |  |
| Requirements Management Plan Dashboard |  |
| Stakeholder Analysis Matrix |  |
| WBS |  |
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# AUTHORIZATION SIGNATURES

**PREPARED BY**

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| *Name and Title (Printed)* |
|  |  |
| *Signature* | *Date* |

**RECOMMENDED BY**

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| --- |
|  |
| *Name and Title (Printed)* |
|  |  |
| *Signature* | *Date* |

**APPROVED BY**

|  |
| --- |
|  |
| *Project Sponsor Name and Title (Printed)* |
|  |  |
| *Project Sponsor Signature* | *Date* |

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