**REQUIREMENTS**

**MANAGEMENT**

**PLAN EXAMPLE**

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.

|  |
| --- |
| [Discuss the business problem that the RMP is solving. Explain why there is an urgent need to solve such a problem. Include the internal and external factors driving this need. Please see the project charter to input the following:]Purpose: Goals: Business Case: Objectives:  |

# STAKEHOLDERS AND TEAM MEMBERS

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

|  |
| --- |
| Business Analysts: Project Sponsors: Product Managers: Team Members: Stakeholders:  |

## CONVENTIONS

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

|  |
| --- |
| We will create all related business process models in separate documents and attach them to this plan. Please find such attachments in the appendix to this plan. This document uses the following abbreviations: RMP: requirements management planRM: requirements managementBPMN: business process model and notationWBS: work breakdown structureRCM: requirements change management |

## 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.

|  |
| --- |
| In Scope: Out of Scope: \*RMP will be attached to the project charter |

## ENVIRONMENT

Describe the operational environment.

|  |
| --- |
| User Interface: Application Programming Interface:  |

## 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.

|  |
| --- |
| The team will use the organization’s standard WBS to assign all tasks. Once we delegate the tasks, we will track them on the requirements management plan dashboard. (Please see the attached WBS.)  |

## SCHEDULE BASELINE

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

|  |  |  |  |
| --- | --- | --- | --- |
| TENTATIVE SCHEDULE | OWNER | START | END |
| Document assembly | Leon W | 03/12/26 | 04/15/26 |
| RMP document | Kylie R | 04/15/26 | 05/16/26 |
| Collection | Pete S | 05/15/26 | 06/21/26 |
| Analysis | Steve L | 06/16/26 | 07/22/26 |
| Definition | Allen W | 07/17/26 | 07/22/26 |
| Prioritization | Malik M | 07/18/26 | 08/22/26 |
| Validation and maintenance | Malik M | 08/23/26 | 12/23/26 |

|  |
| --- |
| SCHEDULE BASELINE NOTES |
| We will begin stakeholder baselining after the organization approves the RMP. |

## 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.

|  |
| --- |
| This project involved operations, the development team, the software management team, customers, and users. (Please see the attached stakeholder analysis matrix.)  |

## 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.

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS ACTIVITY | PROCESS/APPROACH | NOTES |
| Gathering | Focus groups, surveys, walkthrough |  |
| Analysis  | BPMN, flowchart, impact analysis  |  |
| Definition  | See appendix for criteria |  |
| Prioritization  | Prioritization matrix, BABOK 3.0 guidelines |  |
| Validation and Maintenance  | Prototyping, model based, testing based, requirements inspection |  |

## REQUIREMENTS TYPE

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

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS  | TYPE | NOTES |
|  | Business Requirements |  |
|  | Stakeholder Requirements  |  |
|  | Technical Requirements | Detailed on a specifications document  |
|  | 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.

|  |
| --- |
| Change Management Overview: Control Board Members: Request Process: Approval Process: Communication Record: (Please see the attached change control board protocol document.)  |

# 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.

|  |
| --- |
| We will use a requirements traceability matrix (see attached) to record each requirement’s testing status, validation, issues, and verification. We will track variations if necessary. Our tracking metrics include the following: * Size
* Traceability
* Quality
* Stability
* Status
* Change

In order to track each task within a process, we will also use a requirements management dashboard.  |

# 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.)

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | TITLE | EMAIL | OFFICE PHONE |
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| --- | --- | --- | --- | --- | --- |
| COMMUNICATION TYPE | DESCRIPTION | FREQUENCY | MESSAGE DISTRIBUTION | DELIVERABLE | DELIVERABLE OWNER |
| Video Conference | Outline goals, establish budget and timeline, andassign tasks | Once |  | Requirements planning meeting |  |
| In Person | Set daily goals and update project manager on status | Daily |  | Team touch base |  |
| Email | Summarize touch bases and outline achievements for week and goals for following week | Weekly |  | Team status report |  |
| Email | Summarize progress and next steps and update timeline | Biweekly |  | Stakeholder status report |  |
| Video Conference | Update team on progress, assign subsequent tasks, and assess overall timeline | As needed and/or upon completion of milestones |  | Review meeting |  |
| In Person | Assess successes and failures of processes and collect input for improvement of subsequent projects | End of project |  | Post-mortem meeting / lessons learned meeting |  |

# 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.

|  |
| --- |
| We will record and rank requirements urgency using a requirements prioritization matrix. (Please see the attached RPM.)  |

# 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.

|  |
| --- |
| In the requirements traceability document, we will map how each requirement connects to the business objectives. This document will serve as both the traceability matrix and the map matrix. (Please see the attached.) During the analysis phases, we will map all processes and display each in a flowchart.  |

# 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**

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

**APPROVED BY**

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

|  |
| --- |
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