<Company Name>

<Project Name>
Requirements Management Plan

Version <1.0>

[Note: The following template is provided for use with the Rational Unified Process. Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document. A paragraph entered following this style will automatically be set to normal (style=Body Text).]

[To customize automatic fields (which display a gray background when selected), select File>Properties and replace the Title, Subject and Company fields with the appropriate information for this document. After closing the dialog, automatic fields may be updated throughout the document by selecting Edit>Select All (or Ctrl-A) and pressing F9, or simply click on the field and press F9. This must be done separately for Headers and Footers. Alt-F9 will toggle between displaying the field names and the field contents. See Word help for more information on working with fields.]

Revision History

Date	Version	Description	Author
<dd/mmm/yy>	<x.x>	<details>	<name>

Table of Contents

Requirements Management Plan

1. Introduction

[The introduction of the ***Requirements Management Plan*** *should provide an overview of the entire document. It should include the purpose, scope, definitions, acronyms, abbreviations, references and overview of this* ***Requirements Management Plan****.]*

1.1 Purpose

[Specify the purpose of this ***Requirements Management Plan.****]*

1.2 Scope

[A brief description of the scope of this ***Requirements Management Plan****; what Project(s) it is associated with, and anything else that is affected or influenced by this document.]*

1.3 Definitions, Acronyms and Abbreviations

[This subsection should provide the definitions of all terms, acronyms, and abbreviations required to interpret properly the ***Requirements Management Plan****. This information may be provided by reference to the project Glossary.]*

1.4 References

[This subsection should provide a complete list of all documents referenced elsewhere in the ***Requirements Management Plan****. Each document should be identified by title, report number (if applicable), date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

1.5 Overview

[This subsection should describe what the rest of the ***Requirements Management Plan*** *contains and explain how the document is organized.]*

2. Requirement Artifacts and Requirement Types

[For each type of requirement document or artifact in your project, list the requirement types contained in it and briefly explain what it is used for. (You may also wish to list the responsible worker.)]

ARTIFACT (DOCUMENT TYPE)	REQUIREMENT TYPE	DESCRIPTION
Stakeholder Requests (STR)	Request (STRQ)	Key requests, including Change Requests, from stakeholders
Vision (VIS)	Stakeholder Need (NEED)	Key stakeholder or user need
Vision (VIS)	Feature (FEAT)	Conditions or capabilities of this release of the system
Use-Case Model	Use Case (UC)	Use cases for this release, documented in Rational Rose
Use-Case (UC)	Use-Case Detailed Requirement (UC)	Individual detailed requirements as specified in the use-case specification
Supplementary Specification (SS)	Supplementary Requirement (SUPP)	Non-functional requirements that are not captured in the use-case model

3. Requirement Attributes

3.1 Attributes for <type of requirement>

[For each type of requirement you have identified, list what attributes you will be using and briefly explain what they mean. For example, the following attributes might be specified for a requirement type of "feature":

3.1.1 Status

Set after negotiation and review by the project management team. Tracks progress during definition of the project baseline.

Proposed	Used to describe features that are under discussion but have not yet been reviewed and accepted by the "official channel," such as a working group consisting of representatives from the project team, product management and user or customer community.
Approved	Capabilities that are deemed useful and feasible and have been approved for implementation by the official channel.
Incorporated	Features incorporated into the product baseline at a specific point in time.

3.1.2 Benefit

Set by Marketing, the product manager or the business analyst. All requirements are not created equal. Ranking requirements by their relative benefit to the end user opens a dialogue with customers, analysts and members of the development team. Used in managing scope and determining development priority.

Critical	Essential features. Failure to implement means the system will not meet customer needs. All critical features must be implemented in the release or the schedule will slip.
Important	Features important to the effectiveness and efficiency of the system for most applications. The functionality cannot be easily provided in some other way. Lack of inclusion of an important feature may affect customer or user satisfaction, or even revenue, but release will not be delayed due to lack of any important feature.
Useful	Features that are useful in less typical applications, will be used less frequently, or for which reasonably efficient workarounds can be achieved. No significant revenue or customer satisfaction impact can be expected if such an item is not included in a release.

3.1.3 Effort

Set by the development team. Because some features require more time and resources than others, estimating the number of team or person-weeks, lines of code required or function points, for example, is the best way to gauge complexity and set expectations of what can and cannot be accomplished in a given time frame. Used in managing scope and determining development priority.

3.1.4 Risk

Set by development team based on the probability the project will experience undesirable events, such as cost overruns, schedule delays or even cancellation. Most project managers find categorizing risks as high, medium, and low sufficient, although finer gradations are possible. Risk can often be assessed indirectly by measuring the uncertainty (range) of the projects teams schedule estimate.

3.1.5 Stability

Set by analyst and development team based on the probability the feature will change or the team's understanding of the feature will change. Used to help establish development priorities and determine those items for which additional elicitation is the appropriate next action.

3.1.6 Target Release

Records the intended product version in which the feature will first appear. This field can be used to allocate features from a Vision document into a particular baseline release. When combined with the status field, your team can propose, record and discuss various features of the release without committing them to development. Only features whose Status is set to Incorporated and whose Target Release is defined will be implemented. When scope management occurs, the Target Release Version Number can be increased so the item will remain in the Vision document but will be scheduled for a later release.

3.1.7 Assigned To

In many projects, features will be assigned to "feature teams" responsible for further elicitation, writing the software requirements and implementation. This simple pull down list will help everyone on the project team better understand responsibilities.

3.1.8 Reason

This text field is used to track the source of the requested feature. Requirements exist for specific reasons. This field records an explanation or a reference to an explanation. For example, the reference might be to a page and line number of a product requirement specification, or to a minute marker on a video of an important customer interview.

4. Traceability Criteria

4.1 Criteria for <type of requirement>

[For each type of requirement you have identified, list what criteria (what you should trace to) you use when establishing traceabilities.]