[Name of Customer Agency]

Requirements Management Plan

[Program Name]

Version 1.0

[Day, Month, Year]

Note: The intent of this template is to provide guidance and structure to requirements management throughout a migration. Specifically, this template encourages customers to begin documenting their scope of services and business capabilities as early as possible in preparation for provider engagement. When defining capabilities within the customer organization, agencies should consult the [Federal Integrated Business Framework](https://tfm.fiscal.treasury.gov/v1/p6/v1p6-Att%201.pdf) Line of Business (FIBF LOB), which standardizes functions for Human Capital (HCM), Financial Management (FM), Grants Management (GRM), Acquisitions (ACQ), Travel (TRT) and Information Technology (IT) across the federal government. The FIBF service list is an important first step for agencies documenting their target capabilities, and a helpful tool in aligning the target state with Providers’ capabilities.

Once a Provider has been selected and engaged, the Customer and Provider should jointly review and refine the scope of services and business capabilities to create the Requirements Traceability Matrix (RTM). This Requirement Management Plan will need to be updated and tailored where applicable. Throughout this template, there are specific areas where the provider’s input and actions are required after the provider has been engaged.

Only one integrated Requirements Management Plan will exist for the migration. The customer should define an initial Requirements Management Plan upfront as part of Phase 1 detailing how requirements will be gathered and managed prior to engaging a provider. As part of Phase 3, the organization that will be responsible for owning and maintaining the RTM should document a final Requirements Management Plan including finalizing the schedule, stakeholders, and processes for requirements finalization, fit-gap, change control, and traceability.

Document History

|  |  |  |  |
| --- | --- | --- | --- |
| Release No. | Date | Author | Revision Description |
| 1.0 |  |  | Initial Draft Version |
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I have carefully assessed the Requirements Management Plan forthe *<<INSERT NAME OF PROGRAM>>.* This document has been completed in accordance with the requirements of the Office of Shared Solutions and Performance Improvement (OSSPI) Guidance.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_\_ The document is accepted.

\_\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_\_ The document is not accepted.

We fully accept the content within this project artifact and associated tasks.

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*<<Insert Name>> <<Insert Date>>*

*<<Insert Title>>*

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*<<Insert Name>> <<Insert Date>>*

*<<Insert Title>>*

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# Introduction/Purpose

<<This document should be signed by the Program Executive Sponsor and should be reviewed and approved by both the Provider and the Customer Program Managers.

*Provide an overview of the Program and its strategic goals and objectives. >>*

# Requirements Management Plan Purpose and Scope

*<<Explain the purpose of this Requirements Management Plan. Describe how the project team intends to use this document. This section will need to be updated to align with project decisions.*

*The scope of this Requirements Management Plan deliverable includes four major sections, which facilitate the creation and maintenance of the plan. These sections include:*

* Requirements Documentation Process
* Requirements Traceability Approach
* Requirements Change Management Process
* Requirements Logistics>>

## Assumptions/Constraints

*<<Identify the assumptions/constraints whose outcomes affect this program. If no assumptions exist, include a sentence stating that fact. The following assumptions may be included:*

* Availability of existing Systems, contractor, and/or business unit resources
* Pending legislation
* Future trends and developments in information technology
* Government regulations
* Standards to which the system solution must adhere
* Subject Matter Experts (SME) that will be made available during the agreed upon timeframe for requirements sessions to participate in requirements documentation and gap analysis review, answer questions, and assist with issue analysis>>

## Roles and Responsibilities

*<<Document the project’s roles and responsibilities for requirements, including the specific stakeholder and subject matter experts by functional area in the following table. If this information is stored in a separate document (such as an Excel or PowerPoint file, delete the table and insert a link to the other document. In Table 1, indicate the customer and/or provider leadership that will be engaged in Requirements documentation. This could include roles such as functional lead, technical lead, process owners, etc.)>>*

| Requirements Leadership (Functional/Technical Leads) |
| --- |
| # | Role | Responsibility | Name | Organization |
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**Table 1: Requirements Leadership Roles and Responsibilities**

| Requirements Participants and Subject Matter Experts |
| --- |
| # | Functional Area | Provider SMEs | Customer Representatives | Customer Decision Makers |
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**Table 2: Requirements Participants and SME Roles and Responsibilities**

## Team Skills Training

*<<Document the project’s specific training activities planned for the team to develop the skills necessary to execute the Requirements Management Plan. An example of training is “Best Practices for Requirements Gathering”. If training is not required for the project, delete this subsection. >>*

| Training | Description | Trainer |
| --- | --- | --- |
|  |  | *<<Define who will be performing the training>>* |

**Table 3: Training Plan**

# Business Capabilities

*<<Describe the business capabilities that the solution must achieve in order to be a viable solution for the agency. These capabilities should be high-level functional, technical and performance related such as such as up time, availability, response-time, etc. >>*

# Requirements Documentation Process

*<<Describe the Program’s high level phases as part of the requirements documentation, validation, fit-gap, baseline, and change control process. The Customer is responsible for populating sections 4.1-4.4 only as part of M3 Framework Phase 1: Readiness. Sections 4.4 and 4.5 should be populated once the Provider is engaged, leveraging the provider’s standard process>>*

## Plan Requirements Management Activities

*<<Describe the approach, activities, and tools to be used for requirements management. Document the activities that will be performed to manage requirements including review and approval process. >>*

## Document Requirements

*<<Describe how requirements will be documented based on the Managing Partner/Line of Business standard requirements, how unique requirements will be collected, and how detailed requirements will be aligned to business requirements and objectives. >>*

## Categorize and Prioritize Requirements

*<<Describe how requirements will be categorized and prioritized. After requirements are defined and analyzed, requirements typically will be prioritized based on business benefit/impact, cost, complexity, and identified risks, issues, or constraints.>>*

## Verify and Validate Requirements

*<<Describe how requirements will be verified for the specific project. Include the responsible party who will review and provide approvals. The verification process is intended to enable the business areas to review the requirements documentation, provide further input on the requirements, and confirm that the documented requirements are complete. At this stage, customer should perform an internal baseline to capture existing requirements before engaging the provider. >>*

## Finalize Requirements and Baseline

*<<Describe how the provider will work with the customer to review the customer’s documented requirements, validate understanding of those requirements, validate priority, finalize requirements, and baseline the requirements in preparation for Gap-Fit. Detail the tasks that the customer and provider will undertake in finalizing and baselining requirements. Any additional requirements or requirement changes that are uncovered during gap-fit should go through the requirements change control process>>*

## Perform Gap Analysis

*<<Describe how the provider will conduct the Fit-Gap analysis to identify gaps between the customer’s requirements and the provider’s solution and detail tasks that the customer and provider will undertake in the gap analysis. This section should also include a definition of “gap” (e.g. A gap is a requirement not met within the current provider environment). >>*

# Requirements Traceability Approach

*<<Describe how Requirements will be tracked and in what format? Who will be the owner? Discuss Requirements Definition Document and RTM field structure.*

*To permit traceability, each requirement must be:*

* Uniquely labeled so that it can be referred unambiguously throughout the project
* Written with succinct and specific language
* Cover one requirement at a time, rather than large paragraphs containing many individual functional requirements.
* Have a source of the requirement
* Categorized

*The purpose of establishing traceability is to help:*

* Understand the source of requirements
* Manage the scope of the project
* Manage changes to requirements
* Assess the project impact of a change in a requirement
* Assess the impact of a failure of a test on requirements (i.e. test failure may mean the requirement is not satisfied)
* Verify that all system requirements are fulfilled by the implementation and manual requirements remain non-automated
* Verify that the application does only what it was intended to do>>

## Requirements Schedule

*<<List the high-level schedule and milestones for the Requirements Activities including activities such as Requirements Documentation, Requirements Validation, Requirements Baseline, Requirements Finalization and Gap-Fit. If the Requirements Documentation effort covers multiple functions (e.g. HCM, FM, Acquisition, GRM, TRT, ITS) and different timelines for each, repeat the table for each function in scope. >>*

| # | Activity | Requirements Hierarchy Element | Roles / Participants Involved |
| --- | --- | --- | --- |
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**Table 4: Requirements Schedule**

## Requirements Management Deliverables

*<<List the Requirements Documents that will be created as part of the migration effort, who is responsible for the development, and the approvals required. This should include documents such as the Requirements Management Plan, Requirements Traceability Matrix, Gap Analysis Document, Change Control Process, etc.>>*

| **ID** | **Requirements Phase Deliverables** | **Responsible Party** | **Approvals Required** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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**Table 5: Requirements Management Deliverables**

# Requirements Change Control Process

*<<Describe the process by which requirements changes are submitted, reviewed, and resolved. This should include a process for negotiating requirements changes between customer and provider. It is recommended that the project team perform the activities in this section in accordance with the project’s change control process in the Project Management Plan. Typically, the following steps are taken:*

* Identify requirement changes
* Perform Impact Analysis
* Approve / Reject/Defer Requirements Change Requests
* Communicate Changes>>

# Communication Activities

*<<Document the communication activities that will be required with internal and external stakeholders throughout the requirements lifecycle. Note: Changes to requirements should be communicated to all related stakeholders through change control communication notices. The project team will ensure the correct list of stakeholders (including requirements stakeholders) will receive the appropriate degree of communication needed for the change.>>*

The requirements lifecycle will include the following communication points with internal and external parties:

| **Communication Points** |
| --- |
| **Party** | **Description** | **Occurrence or Phase** |
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**Table 6: Communication Points**

# Appendix A: Key References

*<<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary. >>*

Table below summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| Document Name | Description | Location |
| *<<Document Name and Version Number>>* | *<<Document description>>* | *<<URL to where document is located>>* |
|  |  |  |
|  |  |  |

 **Table 7: Key References**

# Appendix B: Key Terms

Table below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

|  |  |
| --- | --- |
| Term | Definition |
| *<<Insert Term>>* | *<<Provide definition of term and acronyms used in this document>>* |
|  |  |
|  |  |

**Table 8: Key Terms**