

Requirements Management Plan

Project: XYZ Digital

Project Manager: *Sung Soo Han*

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This requirements management plan is a component of the project management plan. It describes how the project requirements will be analyzed, documented and managed.

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Requirements Management Plan

1 REQUIREMENTS COLLECTION PROCESS

Development of initial project requirements will begin with an examination of the following sources:

Requirements Sources:

- Project Charter
- Business Case
- Customer Document Requirements
- Sprint Retrospective

The following methods, tools, and techniques will be used to further develop the project requirements.

Requirements Elicitation Methods:

- Requirements workshops
- Nominal group technique
- Prototyping
- Sprint Planning
- Brainstorming

Documentation will be generated during the requirements collection process. All the documents generated from this process are or will be included below as attachments.

2 REQUIREMENTS ANALYSIS AND APPROVAL

The reqs will be analyzed by one giant Requirements workshop at the start of the project. Afterward we will kick off the sprint planning and think about what work needs to be done for this particular sprint, how to integrate the tasks together as well as how much scope we are willing to demo in the first sprint.

The core project team members will be responsible: Project Manager, Project Analyst, Designer, Developer & Database Admin. Reviewing the requirements will happen not only in the Requirements workshop and the start of the Sprint planning but also every standup, and Sprint Retrospective. This is the mindset of Agile.

Requirements will be written based upon user stories/tasks framework. It is to be written from a User Acceptance Testing template, a "As a...I want to be able to...so that..." framework.

The requirements will be written by the Project Manager and Project Analyst, however the core team members working on said requirements have a responsibility to look over and escalate any potential vague or conflicting requirements to the two people.

Project Sponsor, Project Manager will be the primary ones involved in approving project requirements. While the project requirements approvals/changes can start any place (Requirements Workshop, Sprint Planning, Sprint Showcase, Standup, etc) and from anyone from the team, it must be signed off by both the Project Sponsor and Project Manager. Any vagueness will be escalated to higher level stakeholders. Project requirements will become approved in writing. Project Sponsor, Project Manager and all the high level stakeholders will have the authority to reject project requirements. Reasons for rejections will not be documented. As this is an Agile process, changes will be the only constant and therefore it will be up to the stakeholders listed above that will direct the vision of this project.

3 PRODUCT BACKLOG

3.1 ID

The purpose of the column is to track and identify the specific task in context to the larger Epic/Project that will be worked on during this duration. The entire XYZ Digital Project will be one Epic. While the project itself is a big undertaking, after analyzing the requirements and talking with the software team, it was decided that splitting the project into multiple Epics would be splitting hairs.

The number ID system would be based upon release the following system: Release#.Task#. (Ex. 1.102 would be a story in Release 1, Task 2). The exact sprint this task is in, will be tracked by the last column titled 'Sprint,' and will not be included in the actual number (Tasks may potentially be shuffled around).

3.2 USER STORY

The ID column identifies and tracks the corresponding user story to the release, iteration and number of the task. The user story will be written in a "As a...I want to be able to...so that..." framework. Priority, PBI Type, Status are used to label the position and status of the ticket. Story Points & Estimates will help determine the velocity of said task. Sprint helps identify the specific Sprint the task will be in.

| Product Backlog | | | | | | | | | |
|-----------------|----------|------------------------------------|---|----------|----------|---------------|------------------|-------------|--------|
| Project Name | | | | | | | | | |
| Project Manager | | | | | | | | | |
| Cost Center | | | | | | | | | |
| User Story | | | | | | | | | |
| ID | As A... | I want to be able to... | So that... | Priority | PBI Type | Status | Estimate (Hours) | Story Point | Sprint |
| 1.001 | Customer | click on a link to an "About" page | I can read pertinent data and the history of XYZ Company. | High | Feature | To Be Started | | | |

Traditionally user stories and the corresponding product backlog would be managed by a product owner/manager. However for this case, the Technical Project Manager will be primarily responsible for translating user requirements into user stories, with the assistance of the Project Analyst. The Project Analyst will assist in managing and refining the Scrum Backlog that pertains to the specific iteration.

3.3 PRIORITY

Priority will be based upon a three-tier system(High, Medium, Low) while the Story Points will be based upon the fibonacci sequence. Story point will be no bigger than 8 points (if it is decided it is 13 points, the story is considered too big and must be broken into two 5 & 8 point tasks). Estimates will be done with planning poker and would be the average hours of all team members estimating. Stories/tasks will be assigned predominantly based on priority and team capacity.

3.4 PBI TYPE

The Product Backlog is comprised of Product Backlog Items (PBI). Most PBIs are Features defined as user stories. Typical PBI types are:

- Feature: A slice of business functionality that is meaningful to a customer or user.
- Change: A customer or user requests to modify, transform, or otherwise enhance an existing feature that is not currently in a problem or failed state.
- Defect: A feature that is currently in a problem or failed state that needs repair.
- Technical improvement: A modification to an existing fully functional product feature that is not requested by a user or customer. Usually designed to gain technical efficiency because of improvements in technology.
- Knowledge acquisition: Planning tasks which are required to make a future technical decision.

This column will be used to document the type of user story.

3.5 STATUS

The Product Backlog Item (PBI) status column will provide the project team with an understanding of the current state of the user story or PBI. Status for this project will be defined as:

- Done: User story has been developed, tested, and completed with user acceptance.
- In Progress: The user story is currently in a planned sprint or is being worked on in the current sprint.
- To Be Started: The user story has been estimated, story points applied, and is waiting to be added to a sprint.
- Abandoned: The user story has been rejected from further development.

4 CONFIGURATION MANAGEMENT

Every identified project requirement is set forth on the requirements register. Only those approved requirements will be carried forward for project work. The approved requirements are listed in the **Adaptive Backlog**.

4.1 INTEGRATED CHANGE CONTROL PROCEDURES

Changes to the project requirements will follow the same change control procedures as those set forth in the change management plan. All requests for changes must be submitted in writing, on the approved change request form.

4.2 CHANGE COMMUNICATION AND REPORTING

Changes to the requirements must be approved by both the Project Sponsor as well as the Technical Project Manager. Project Analyst will assist in managing but not ultimately be responsible for said change. As the agile framework allows flexibility and efficiency, anyone who believes this change is warranted can bring this up during the following times but not limited to: Requirements workshop,

Project Planning, Sprint Planning, Standup as well as Sprint Retrospective. Details regarding this process is laid out as follows:

A. What

Information regarding WHAT the change in requirements as well as the REASON for the change must be reported and clearly laid out. The medium of reporting will not matter.

B. How

After the Project Sponsor and the TPM have agreed on the change, a specific change request report will be filed to key stakeholders involved in said project who must confirm said change.

C. Who

The change report will be created by and be reported by the Technical Project Manager.

D. When

The reporting will be done at the end of every Sprint/Iteration. If there are no changes to be reported, this meeting will not be required.

5 PLAN APPROVAL

By signing below, I, Tom Kane, in my capacity as Project Sponsor, approve of this requirements management plan.

Name: Tom Kane

Title: XYZ Facilities Manager

Signature: *Tom Kane*

Date Approved: 12/09/2022

By signing below, I, Sung Soo Han, in my capacity as Project Manager, approve of this requirements management plan.

Name: Sung Soo Han

Title: Project Manager

Signature: *Sung Soo Han*

Date Approved: 12/09/2022

6 ATTACHMENTS

6.1 ADAPTIVE BACKLOG