

# Requirements MANAGEMENT

## Documenting

- » Ensure a *Requirements Management Plan* is in place – this will determine an organisation-wide standard for documenting.
- » Functional and non-functional requirements *MUST* be documented to eliminate probability of “misunderstandings”.
- » Ensure a solid “Terms of Reference” is used, against which the outcome of the project can be measured.

## Analysing, Prioritising, Agreeing & Communicating

- » Requirements *MUST* be analysed, prioritised, agreed and communicated.
- » Obtain a clear and common understanding (amongst all the relevant stakeholders) *Use Case Models, User Stories and Mind Maps*.

## Tracing

- » Requirements often change
- » Tracing allows quick assessments of impact caused by changing requirements
- » It is essential to trace to ensure the project delivers a quality service or product

## Reviewing & Reconfirming

- » Review and reconfirm often and throughout the entire life of the project, specifically to ensure that they remain relevant, current and up to date.
- » Periodically review (and adjust, if required) attributes and priorities.