Requirements Management Plan

PPM Version 2.0

<Project or Solution Name>

U.S. Department of Housing and Urban Development

<Month, Year>

Solution Information

	Information
Solution Name	*<Solution Name>*
Solution Acronym	*<Solution Acronym>*
Project Cost Accounting System (PCAS) Identifier	*<PCAS Identifier>*
Document Owner	*<Owner Name>*
Primary Segment Owner	*<Primary Segment Owner>*
Version/Release Number	*<Version/Release Number>*

Document History

<Provide information on how the development and distribution of the Requirements Management Plan is controlled and tracked. Use the table below to provide the release number, date, author, and a brief description of the reason for creating the revised version.>

Release No.	Date	Author	Revision Description

Contents

1. Tools, Environment, and Infrastructure

<Describe the computing environment and software tools that the integrated project team will use to fulfill the requirements management functions throughout the project life cycle.

Also describe the tools and procedures that the integrated project team will use to control the versioning of the requirements generated throughout the project life cycle.>

2. Requirements Management

2.1 Assumptions/Constraints

<Define the assumptions and/or constraints taken into account when defining the requirements.>

2.2 Requirements Definition and Gathering

<Describe the approach and tools used to define the project's requirements. Identify who key stakeholders are and how information will be collected from them. A specific and detailed description of a project's requirements promotes efficient and timely development and testing.

Note that the integrated project team may use a separate Requirements Definition document to capture and communicate the project requirements.>

2.3 Requirements Traceability

<Describe the approach and tools that the project will use to trace its requirements throughout the project life cycle.

In the table below, identify metrics for each requirement that will be used to determine whether or not the requirement is satisfied by the final product. The approach that is followed should enable the project team to ensure that the project delivers the project requirements exactly as specified.

Requirement Number	Requirement	Metric
1	*<Requirement Description>*	*<Metric to measure success>*
2		
3		

Table 1 – Requirements Metrics

Describe processes or methods the project team will use to prioritize or manage requirements such that required functionality is addressed before additional functionality (business processes, software, etc.).

Note that the integrated project team may use a separate Requirements Traceability Matrix to trace the project requirements.>

2.4 Workflows and Activities

<Describe the workflows and activities that will be used to manage requirements. Describe review activities, including review objectives, responsibilities, timing, and procedures.>

2.5 Change Management

<Describe the process by which problems and changes are submitted, reviewed, and resolved. This should include a process for negotiating requirements changes with customers, and any contractual processes and activities.>

Appendix A: 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 2 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 2 - Appendix A: References

Appendix B: Key Terms

Table 3 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 3 - Appendix B: Key Terms