Requirements Management Plan Template

**1.0 INTRODUCTION**

**1.1 Purpose**

**1.2 Scope**

**1.3 Definitions and Acronyms**

**2.0 REQUIREMENTS MANAGEMENT**

**2.1 Stakeholder Roles and Responsibilities**

|  |  |
| --- | --- |
| **Name / Title** | **Requirements Process Role** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**2.2 Processes and Techniques**

2.2.1 Elicitation

2.2.1.1 Inputs

2.2.1.2 Techniques

2.2.2 Requirements Analysis and Documentation

2.2.2.1 Outputs

2.2.2.2 Techniques

2.2.3 Requirements Communication

2.2.3.1 Inputs

2.2.3.2 Techniques

 **2.3 Activities**

2.3.1 Milestones

2.3.2 Tasks, Estimates, Resources

| **Task** | **Resources Required: Time Estimate Per Resource** |
| --- | --- |
|  |  |
|  |  |
|  |  |

2.3.3 Tools

2.3.4 Assumptions

2.3.5 Reports and Measures

2.3.5.1 Traceability

2.3.5.2 Attributes

2.3.5.3 Requirements Stability Report

**3.0 CHANGE MANAGEMENT**

**3.1 Purpose of Change Management**

**3.2 Change Request Form**

**3.3 Change Management Roles and Responsibilities**

|  |  |
| --- | --- |
| **Names / Titles** | **Role in Change Management Process**  |
|  | Initiate change request |
|  | Assess impact  |
|  | Administers change management process  |
|  | Change Control Board (CCB) member |
|  | Informed of changes |

 **3.4 Process Steps**

**3.5 Emergency Procedures**

**3.6 Measures and Reports**

**4.0 RISK MANAGEMENT**

**4.1 Roles and Responsibilities**

|  |  |
| --- | --- |
| **Name / Title** | **Risk Management Role** |
|  |  |
|  |  |
|  |  |
|  |  |

**4.2 Preliminary Risks**

**5.0 TRAINING AND RESOURCES**

*Extracted from BA111: Core Competencies for the Business Analyst*