Requirements Management PMBOK 5th ed.
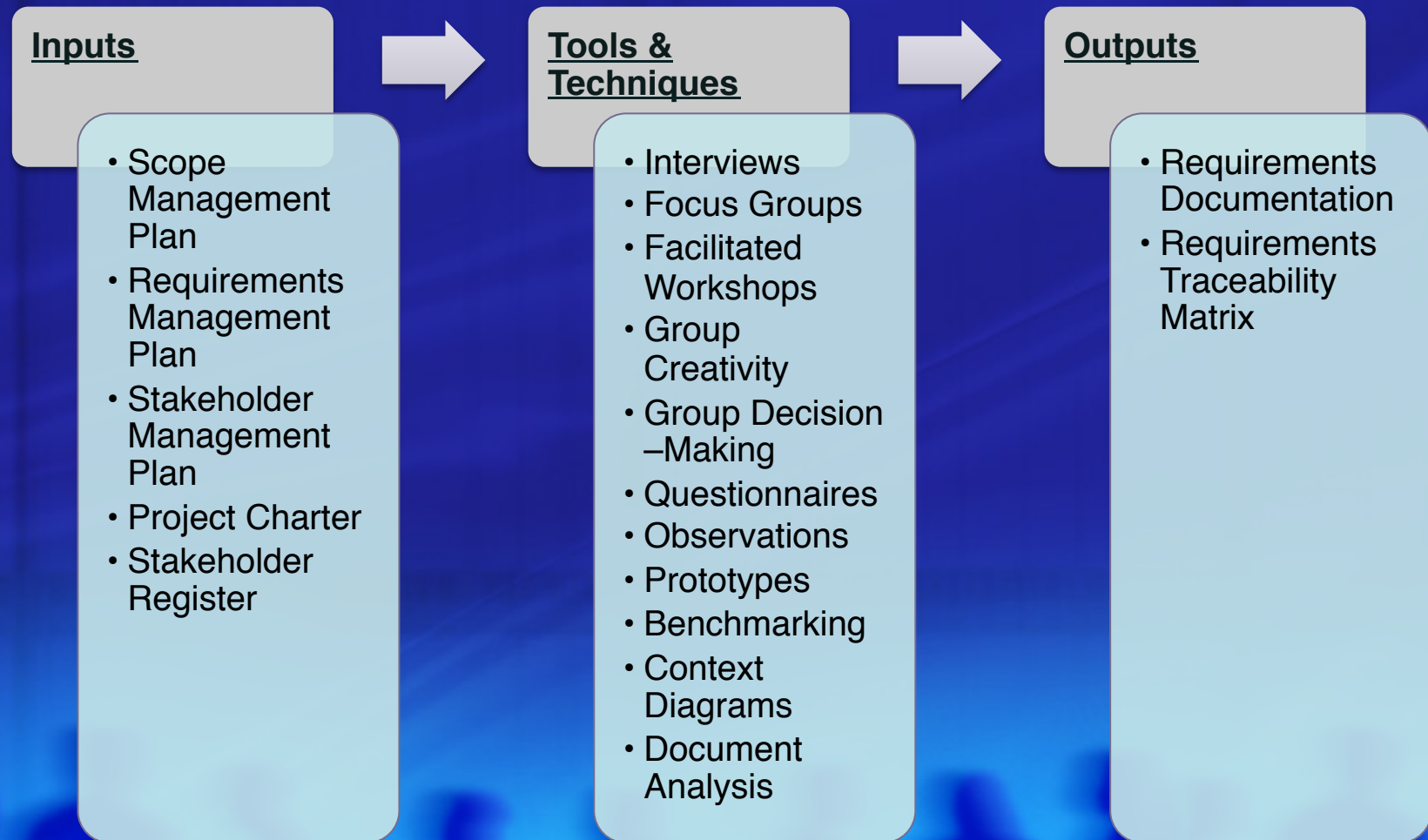
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Project Scope Management

- 5.1 Plan Scope Management
- 5.2 Collect Requirements
- 5.3 Define Scope
- 5.4 Create WBS
- 5.5 Validate Scope
- 5.6 Control Scope

5.2 Collect Requirements

Inputs

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- Scope Management Plan
- Requirements Management Plan
- Stakeholder Management Plan
- Project Charter
- Stakeholder Register

Tools & Techniques

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- Interviews
- Focus Groups
- Facilitated Workshops
- Group Creativity
- Group Decision –Making
- Questionnaires
- Observations
- Prototypes
- Benchmarking
- Context Diagrams
- Document Analysis

Outputs

- Requirements Documentation
- Requirements Traceability Matrix

Project Requirements

- Technical
- Performance
- Functional
- Systems Engineering
- Software
- Security
- Quality
- Safety
- Program Management
- Reporting
- Test
- Acceptance
- Installation & Activation
- Training
- Data & Documentation
- Service & Maintainability
- Spares and Repair Parts
- Operational Support & Equipment
- Facilities

Anything you are getting paid for!
100% Rule

Project Requirements

- These are <u>project planning requirements</u>, not detailed design and engineering requirements
- Reference other requirements documents in the project management plan, do not extract from the requirements documents
- There must be a documented source or the requirement is out of scope

Project Requirements

- Only one requirement per statement
- Each requirement statement should be a complete sentence:
  "The (noun) shall… (predicate/verb)"
- Requirements must be specific and verifiable

Project Requirements

ID	In Plan	Requirement Statement	Source	Deliverable (WBS Element)
X.X	✓	"The (noun)... shall... (predicate/verb)		

Verification Column

Traceability

Remember this is for the project management plan, not the project technical requirements database!