

## CATEGORIES

Document categories you will use for requirement grouping. A common categorization is:

- High-level requirements
- User-level requirements
- System-level requirements

System-level requirements are often divided into functional and non-functional.

## DOCUMENTATION

Describe how the requirements will be documented including the format and fields that will be used. Often requirements are gathered using a simple Excel spreadsheet, or Word document although specialist software also exists. Some examples:

Example of an Agile format

| As a/an | I want to.... | So that.... |
|---------|---------------|-------------|
|         |               |             |

Traditional software style format

| Type | Business Function/Category | Requirement | Priority |
|------|----------------------------|-------------|----------|
|      |                            |             |          |

## PRIORITISATION

Describe the way that requirements will be prioritised. Some will be mandatory to meet with regulations, security, company policy or the forecast return on investment. Others will be 'nice to have', but not essential to meet the business objectives.

## REQUIREMENT / PRODUCT METRICS

Describe the metrics that will be used to measure requirements. For example: 99.9% availability, withstand x psi, near-real time etc. This section may also be used to document how the success of the requirements process will be measured. For example:

- how many change requests were needed due to missed or unclear requirements?
- was any delay caused due to missed or unclear requirements?
- were any requirements re-prioritized e.g. found to be nice to have rather than mandatory?

## TRACEABILITY STRUCTURE

Show how the requirements will be traced through the product lifecycle from identification to delivery. Typically, a document called a Requirements Traceability Matrix will be used which will record the requirement ID, and corresponding:

- Business objective/KPI
- Project objective
- WBS ID
- Product design and development
- Test cases

## PROGRESS TRACKING

Explain how progress will be tracked. For example, through requirement checkpoints or progress meetings.

## REPORTING

Document what reporting is needed on the requirements, including report purpose, format, frequency and audience.

## VALIDATION