Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

As you start to create the requirements plan, you should be thinking about the answers to the following questions:

* *What do we need to know to define the problem and solution better?* You will need to take what is often a vague situation or scope statement and turn it into a complete understanding of the solution that’s required. There will be many questions that have to be answered to develop a full understanding that is both comprehensive and easy to communicate.
* *Where is the information located, or who has the information?*  Using your knowledge of the organization and with the help of others, you will need to determine which stakeholders, documents, or workgroups have the ‘key” to what pieces of information.
* *What methods will be used to acquire the information?* Information needs to be gathered from multiple sources, such as interviewing and surveying people, reviewing documentation, or observing people and processes at work. Observations may be active, and you will engage in the process participants, or they may be passive so that you do not interrupt the flow of the process. Multiple methods are required to ensure that you elicit complete requirements and confirm the facts and information that you have gathered.
* *What order should be used to obtain the information can be important to optimize the use of time.*  Often elicitation will raise more questions and the need for more requirements. Many requirements will be interrelated, and it may be helpful to get some information first as it will help you refine the additional information you may require.

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| **Information Needed** | **Information Source** | **Method of Elicitation** | **Sequence** |
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Prefilled Example:

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| **Information Needed** | **Information Source** | **Method of Elicitation** | **Sequence** |
| Movie Vault Requirements |  |  |  |
| What are the expected roles using the application, and how many of each role will there be? | Jim at Movie Vault | Interview | 1 |
| What are the expected access requirements for each role? | Jim at Movie Vault Movie Vault Security Manager | Interview | 3 |
| What are the password rules expected to sign in? | Jim at Movie Vault Movie Vault Security Manager | Document reviewInterview | 2 |
| What administrative functions are needed? | Jim at Movie Vault Movie Vault Security Manager | Interview | 4 |
| What movie genres are supported? | Movie Vault Content Manager | Interview, Document review | 6 |
| What will users do to find movies? | Movie Vault Content Manager | Interview | 5 |
| What payment methods are used to purchase or rent movies? | Movie Vault Pricing Sheet | Document review | 7 |
| … | … | … | 8 |
| … | … | … | 9 |
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