

Requirements Management Plan

Document Version:

Version 1.0 – April 21, 2009

Version 2.0 – April 29, 2009

Version 3.0 – May 20, 2009

Project Name:

Adam's BBQ Takeout Restaurant

Document Description:

The purpose of this document is to define how requirements for the Adam's BBQ Takeout Restaurant project's requirements will be documented and managed throughout the life of the project.

High Level Requirements:

High level requirements for this project will be created through collaboration by the project stakeholders and will be documented in the 'Requirements Document' file (Adams-BBQ-Restaurant_Requirement-Documentation.doc) found on the website (<http://adamsbbq.weebly.com/>). Each version of the requirements document will include a version tracking number and the date of revision.

Requirements Management Process:

Requirement change requests will be submitted in writing to the project team via the Adams BBQ website (<http://adamsbbq.weebly.com/>). Additions, changes, removals to the requirements will occur only during the weekly project meetings with all team leads in attendance. Proposed changes will be offered, debated, and voted on with a majority of the team leads approval required for accepting the change to the project plan. Changes to the Requirements Document will be implemented by the Project Manager after approval. Change requests for the Requirements Document will: be submitted in writing in the proper format, include justification for the change, identify any impact on the cost, time, scope, or quality of the project.

The following requirements attributes will be captured on the traceability matrix:

- Requirements for conversion of building to Adam's BBQ: Drive through configuration and internal and external floor plan layout of the restaurant.
- Food Supplies requirements: Contracts with all vendors and any changes that the vendor makes to delivered food supplies will be documented and archived.
- Quality: Food supply lot numbers and incoming inspection observations will be documented to ensure traceability. Customer service will be tracked by periodic measurements of customer satisfaction through surveys/questionnaires. Wait time

for orders will be measured and document on a periodic basis as well.
Schedule requirements: Timeline and completion of activities will be tracked using the project GANTT Chart.

Requirement Priority Management:

Priority will be given to requirements that directly effect restaurant open date. Impact to the project schedule can be analyzed and monitored with the Gantt chart. Requirement priority changes will be presented during weekly project meetings. Priority changes must have final approval from the Project Sponsor before proceeding. Changes to the Requirements Document will be implemented by the Project Manager after approval. Requirement priority changes will: be submitted in writing in the proper format, include justification for the change, identify any impact on the cost, time, scope, or quality of the project.

Project Requirement Metrics

The success of project requirements will be measured by meeting milestone goals. See work breakdown structure deliverables and Gantt chart for timeline management.

Table 1 identifies the metrics to be used by the Project Manager to measure completion of the identified Project Requirements.

Table 1: Project Metrics

Metric	Purpose
Meets key milestones within +/- 3 days of projected date.	To maintain the current project schedule and stay within Time constraints.
Completed within +/- 5% of projected Cost	To maintain the current project budget and stay within Cost constraints. Contingency only to be used for high impact, or unidentified risks
Meets all goals identified by Scope Statement	To satisfy project stakeholders and customers
<5% Identified Risk Occurrence	To maintain current project cost and time goals.
No unidentified risks occur	To maintain current project cost and time goals.

Documentation Traceability

The following documents will be included and tracked throughout the life of the project:

- Stakeholder Register
- Project Management Plan
- Requirements Management Plan
- Requirements Documentation
- Scope Statement
- WBS and WBS Dictionary
- Project Schedule
- Communication Plan

The following documents will not be included:

- Risk Management Plan and Risk Register
- Procurement Management Plan
- Human Resources Plan
- Quality Management Plan
- Budget Documentation