REQUIREMENTS TRACEABILITY MATRIX

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Collect Requirements

Collect Requirements is the process of determining, documenting, and managing stakeholder needs and requirements to meet project objectives (PMI, 2013). The key benefit of this process is that it provides a basis for defining and managing scope including product scope (PMI, 2013). Requirements need to be thoroughly analyzed by the project manager and the stakeholders in order to determine, document and manage the result of the project. Requirements must include the agreed upon specifications in order to achieve the project's result satisfactorily. The WBS, cost, schedule, quality planning and procurement are driven by the requirements, so it is vital to carefully determine what they will be.

In the global setting collecting requirements can be more challenging. There is potential for language barriers to lead to a misunderstanding of the requirements that are required. It is important for everyone to understand and agree upon the project requirements, so in an environment with different cultures and languages it's important to be patient, take your time developing the requirements. One thing that will lead to confusion and frustration is rushing into an agreement. The key to success in collecting requirements in a global setting is to take it slow.

When taking over a failing project, this process is where you would start making changes to turn the project around. Because requirements drive the WBS, cost, schedule, etc., this is the process that can affect a change if a project is failing. Re-evaluating project requirements will help to determine the steps that need to be taken in order to save the failing project. By working back from the major issues to the requirements you can solve why the project is in trouble and then develop courses of action to fix it. Any failure of a project can lead back to the project requirements.

There are many tools that can be utilized. The one tool that stands out from the rest is the requirements traceability matrix. The requirements traceability matrix is a grid that links product requirements from their origin to the deliverables that satisfy them (PMI, 2013). The implementation of a requirements traceability matrix helps ensure that each requirement adds business value by linking it to the business and project objectives (PMI, 2013). This tool adds great value to any project by defining key information about requirements and can be used to aid in managing changes to product scope.

References

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