

High-Quality Requirements Plan Ingredients

1. Project Resources

- Describe and document stakeholders and participants in the requirements process
- Include respective roles and responsibilities for each participant

2. Strategy for Each Activity

- Determine the choice (best approach) for every stage of the requirements definition and management process where different techniques are applied
- Define your tool usage!
- Describe your essential standards and measures for the requirements architecture

3. Communications Approach

- Describe and document how ongoing communication will be handled with business, technology partners, and project management

4. Work Products

- Describe and document what artifacts will be produced by the requirements delivery process
- Show the production of work products that will augment a specifications document

5. Work Plan

- Describe and document a detailed schedule using a work breakdown structure (WBS)
- Document stakeholder time usage in requirements sessions

6. Work Division Strategy

- Describe and document approach to distribute and coordinate work effort when more than a single Business Analyst is assigned to a project