MSS Modernization Project

Requirements Management Plan

April 7, 2023

Version 0.1

Status: DRAFT

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Document Revision History

Version	Date	Author	Summary of Changes
0.1	April 7, 2023	Jeff Corn	Initial Draft Document

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1. Introduction

1.1 Purpose

Conformance or lack of conformance to a set of requirements is often the sole determining factor in measuring the success of a project. In order to keep track of all the requirements that a project must address, as well as ensure that all concerned parties have a common understanding of the requirements the project will deliver, it is important to organize the requirements in a readily accessible and meaningful manner.

The Requirements Management Plan:

- Identifies documents, requirement types, requirement attributes, and traceability for the MSS Modernization Project.
- Establishes and documents a systematic approach to organizing and documenting the requirements for the projects.
- Provides a strategy for the establishment and management of requirements.
- Identifies reporting of metrics captured for use in assessing the projects.

1.2 Scope

This Requirements Management Plan details how requirements are organized and administered and documents the process used for requirements management. The plan describes how requirements are identified, what attributes are assigned, how requirements will be traced and modified. All requirements are managed by the Unisys Team using Microsoft Excel spreadsheets. These workbooks will be published to the NSP team within the project portal (SharePoint site).

1.3 Roles

The various roles, names, and responsibilities are listed in **Table 1.3-1**:

Table 1.3-1. Roles and Responsibilities.

Role	Name and Title	Responsibility
Unisys Requirements Manager	TBD Unisys Team	Aggregate/Enter requirements into MS Excel (or tool with MS Excel export ability). Manage requirements

Role	Name and Title	Responsibility
	Subject Matter Expert	and requirement traceability matrix throughout the project lifecycle.
Unisys Project Manager	TBD Unisys Team Project Manager	Oversight of the process, review requirements, and pass to NSP Project Manager for review.
Unisys Test Manager	TBD Unisys Team Test Manager Lead	Manage and administer test activities.
NSP Project Manager	TBD	Review and approve requirements.
Reviewer	TBD	Review requirements.
Reviewer	TBD	Review requirements.

2. Tailoring

2.1 Requirements Management Tools

Table 2.1-1 describes the software tools to be used in fulfilling the MSS Modernization project requirements activity functions throughout the project lifecycle.

Table 2.1-2. Software Tools and Uses.

Tool	Description of Use
MS Visio	For customer requirements not easily captured textually.
MS Power Point	For customer requirements not easily captured textually.
MS Excel	For capturing and managing requirements. To submit the Requirements Traceability Matrix (RTM) to the NSP project team.
MS Word	Capture of text-based customer requirements and functional and non-functional requirements.

2.2 Requirements Management Processes

The Unisys Team Functional Lead will be the requirements manager responsible for analyzing and cataloging the system requirements for the MSS Modernization project. The Unisys Team Project Manager will be responsible for reviewing the MSS system requirements. The NSP Project Manager will be responsible for reviewing and approving the final MSS system requirements. Unisys will be documenting itemized requirements in the MS Excel and presenting the requirements to the NSP team. The itemized system requirements will be the MSS Modernization Project Requirements Traceability Matrix (RTM). The RTM will be used as the master reference to perform User Acceptance Testing (UAT). The NSP Project Manager will be responsible for approving the baseline RTM. A set of requirements is considered baselined when the RTM containing the set of requirements has been approved by the NSP Project Manager. Unisys will update the baseline document for each of the subsequent MSS project development iteration. The NSP Project Manager will be responsible for approving the baseline RTM and updates for subsequent iterations. Once approved, the RTM will be updated under the processes defined in the Configuration Management Plan.

Unisys will document MSS system behavior, business rules, data dictionary, and User Interface requirements in the Gap Analysis Document that will include (as necessary):

- System Glossary
- Functional Specification, Activity Diagrams, Data Dictionary

- Non-Functional Supplementary Specification (e.g. Security)
- User Interface Prototype.

For each iteration, a Gap Analysis Document will be captured for components involved in the iteration. Unisys will update the baseline document for each of the subsequent project development iterations. The NSP Project Manager will be responsible for approving the baseline Gap Analysis Document and updates for subsequent iterations. Once approved, the Gap Analysis Document will be updated under the processes defined in the Configuration Management Plan.

The MSS system requirements will be gathered from a variety of sources including:

- Request for Proposals (RFP)
- Final Offer – MSS Modernization Project
- Requirements are gathered from the Gap review sessions (or other interactions with NSP Stakeholders)
- Requirements gathered from project meetings with the State
- Requirements gathered from meetings with the participating state agency’s contributing data to the MSS system.