# Requirements definition and management REQM

Managing requirements through the entire delivery and operational life cycle.

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| **Guidance Notes:**  Requirements may be related to software, systems, data, processes, products or services.  Activities may include, but are not limited to:   * eliciting and analysing requirements, both functional and non-functional, with a focus on testability and measurability * ensuring that customer requirements, priorities, and acceptance criteria are accurately captured and validated * organising and prioritising requirements using techniques such as, but not limited to, product roadmaps, epics, user stories and backlogs * specifying and validating requirements, constraints, and acceptance criteria to a level that enables effective development and operations of new or changed software, systems, processes, products or services * negotiating trade-offs that are acceptable to key stakeholders and within budgetary, technical, regulatory, and other constraints * adopting and adapting requirements management life cycle models.   The requirements life cycle approach will be based on the context of the work and may be selected from predictive (plan-driven) or adaptive (iterative/agile) approaches. |

## Level 2

Uses standard techniques to elicit, specify, and document requirements for simple subject areas with clearly-defined boundaries.   
Assists in the definition and management of requirements.   
Assists in the creation of a requirements baseline/backlog.  
Assists in investigating and applying changes to requirements.

## Level 3

Defines and manages scoping, requirements definition and prioritisation activities for small-scale changes and assists with more complex change initiatives.  
Follows agreed standards and applies appropriate techniques to elicit and document detailed requirements. Provides constructive challenge to stakeholders as required. Reviews requirements for errors and omissions.   
Prioritises requirements and documents traceability to source.   
Provides input to the requirements baseline/backlog. Investigates, manages and applies requests for changes to requirements, in line with change management policy.

## Level 4

Defines and manages scoping, requirements definition and prioritisation activities for initiatives of medium size and complexity.   
Contributes to selecting the requirements approach.   
Facilitates input from stakeholders, provides constructive challenge and enables effective prioritisation of requirements.   
Establishes requirements baselines or backlogs, obtains appropriate agreement to requirements, and ensures traceability to source.

## Level 5

Plans and drives scoping, requirements definition and prioritisation activities for large, complex initiatives.   
Selects, adopts and adapts appropriate requirements definition and management methods, tools and techniques. Contributes to the development of organisational methods and standards for requirements management.  
Obtains input from, and agreement to requirements from a diverse range of stakeholders. Negotiates with stakeholders to manage competing priorities and conflicts.   
Establishes requirements baselines or backlogs. Ensures changes to requirements are investigated and managed.

## Level 6

Champions the importance and value of requirements management principles and selecting effective requirements management life cycle models.   
Develops organisational policies, standards, and guidelines for requirements definition and management.   
Plans and leads scoping, requirements definition and priority setting for complex, strategic programmes.  
Drives adoption of, and adherence to, policies and standards. Develops new methods and organisational capabilities for requirements management.