

HOW TO MANAGE REQUIREMENTS Effectively



prioritise your requirements

Discuss with stakeholders, find out which ones should come first and why



prepare your requirements package

This is what you will communicate to stakeholders



organize requirements review sessions

Go over requirements with stakeholders to confirm their agreement



store requirements attributes

Requirements attributes give life to requirements by shedding light on their contexts

baseline your requirements

Create a snapshot of requirements at a specific point in time to help you track changes

conduct impact analysis

Make a change only after impact analysis has been done to assess its consequences

trace your requirements

Identify and maintain the link between requirements, business objectives, business rules, design elements, code units and test cases



practise requirements versioning

Maintain the history of changes to requirements so that their evolution and the reasoning behind that evolution can be tracked



maintain your requirements

This involves storing requirements information so that they can be accessed and used by other business analysts in the future



use requirements management tools

They reduce the hassles of manual requirements storage and management