

Requirements should relate to achieve objectives
Looks for ALL req's, not just product req's
High level req's come from P charter
Scope mgmt. Plan created as part of "Develop PP" process

Determine how you will do planning - part of all mgmt. plans

Determine detailed requirements

Reviewing historical records

Interviewing

Focus groups - Helps get a specific set of stakeholders' opinion / req's

Facilitated workshops - Brings together stakeholders with different perspectives

Brainstorming - Nominal Group Technique (subsequent ranking)

Delphi Technique

Mind maps

Affinity Diagrams - Ideas from other req's gathering technique are grouped by similarities

Questionnaires & surveys

Observation

Prototypes

Group decision making - Unanimously - All agree

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Dictatorship - One person represents a group

Majority - More than 50%

Plurality - Most supporters

Consensus - Others accept

Tools/Techniques

5.1 Collect requirements

Input

Project Charter

Stakeholder register

Output

Requirements documentation

Requirements mgmt. plan

Requirements traceability matrix - Each req is assigned for someone to manage it