**[](https://www.smartsheet.com/try-it?trp=11586&utm_source=integrated-content&utm_campaign=/content/project-requirements&utm_medium=Project+Requirements+Management+Plan+doc+11586&lpa=Project+Requirements+Management+Plan+doc+11586&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT   
REQUIREMENTS**

**MANAGEMENT PLAN   
TEMPLATE**

Shape, background pattern

Description automatically generatedPROJECT NAME

REQUIREMENTS MANAGEMENT PLAN

COMPANY NAME

Street Address

City, State, Zip

webaddress.com

Version 1.0

00/00/0000

| VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | UPDATED BY | EDIT DATE | DESCRIPTION | AUTHOR |
| 1.0 |  |  | Plan Creation |  |
|  |  |  |  |  |
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This template provides a basic outline for a requirements management plan (RMP). In order to meet the needs of your organization and project, you can rearrange, adapt, delete, or amplify any of the following sections as necessary. You can also briefly introduce plans in each section and then attach or link to a larger document.

# PURPOSE OF REQUIREMENTS MANAGEMENT PLAN

|  |
| --- |
| Document the details and processes necessary to ensure project requirements are managed throughout the project. |

# PROJECT REQUIREMENTS DEFINITION

|  |
| --- |
| Decide how you will define project requirements for this project. |

# REQUIREMENTS MANAGEMENT DETAILS

Include team members and their responsibilities in the requirements management process, the tools and processes you will use to document, analyze, and manage the project, and how you will manage changes to the requirements.

## ROLES AND RESPONSIBILITIES

|  |  |
| --- | --- |
| ROLE | RESPONSIBILITIES |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## TOOLS

|  |
| --- |
|  |

## WORKFLOWS AND PROCESSES

|  |
| --- |
|  |

## MANAGING CHANGE

|  |
| --- |
|  |

# REQUIREMENTS MANAGEMENT PLAN APPROVAL

Gather signatures from the project sponsor and project manager.

**PREPARED BY**

|  |  |
| --- | --- |
|  | |
| *Name and Title (Printed)* | |
|  |  |
| *Signature* | *Date* |

**RECOMMENDED BY**

|  |  |
| --- | --- |
|  | |
| *Project Sponsor Name and Title (Printed)* | |
|  |  |
| *Project Sponsor Signature* | *Date* |

**APPROVED BY**

|  |  |
| --- | --- |
|  | |
| *Project Manager Name and Title (Printed)* | |
|  |  |
| *Project Manager Signature* | *Date* |

|  |
| --- |
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