Requirements and Specification, ESOF 328, Spring 2022
Requirements management practices, Chapter 27
Change happens, Chapter 28, April 8

Requirements management practices, Chapter 27

Requirements baseline is a set of requirements that stakeholders have agree to. Subsequent changes can be made only through the project's defined change control procedure.

Requirement attributes: (page 462)
- Date the requirements was created
- Current version number of the requirements
- Author who wrote the requirement
- Priority
- Status
- Origin or source of the requirement
- Rationale behind the requirement
- Release number or iteration to which the requirement is allocated
- Stakeholder to contact with questions or to make decisions about proposed changes
- Validation method to be used or acceptance criteria

Possible requirement statuses: (Page 465)
- Proposed
- In progress
- Drafted
- Approved
- Implemented
- Verified
- Deferred
- Deleted
- Rejected

Common Types of Requirements Issues: (Table 27-2, page 467)
- Requirement question
- Missing requirement
- Incorrect requirement
- Implementation question
- Duplicate requirement
- Unneeded requirement

Change happens, Chapter 28

Use change management process that ensures that: (page 471-472)
- Proposed requirements changes are thoughtfully evaluated before being committed to
- Appropriate individuals make informed business decisions about requirement changes
- Change activity is made visible to affected stakeholders
- Approved changes are communicated to all affected participants
- The project incorporates requirements changes in a consistent and effective fashion

Scope creep – project continuously incorporates more functionality without adjusting resources, schedules, or quality goals.

To manage scope creep be sure to document the following: (page 473)
- Business objectives
- Product vision
- Project scope
- Limitations of the new system

Change control policy: (page 474)
- All changes must follow the process. If a change request is not submitted in accordance with this process, it will not be considered.
- No design or implementation work other than feasibility exploration will be performed on unapproved changes
- Simply requesting a change does not guarantee that it will be made. The project's change control board (CCB) will decide which changes to implement.
- The content of the change database must be visible to all project stakeholders.
- Impact analysis must be performed for every change.
- Every incorporated change must be traceable to an approved change require.
- The rationale behind every approval or rejection of a change request must be recorded.

Change Control Board (CCB) is the body of people that decides which proposed changes and new requirements to accept, which to accept with revisions, and which to reject.

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Agile projects have two choices about how to handle changes within an iteration: (page 489)
- Freeze the baseline for an iteration once it is under way
- Introduce high-priority changes as soon as you learn about them

Goal is to avoid both excessive change (churning requirements) and excessive rigidity (frozen requirements) within an iteration

Agile team is a collaborative and cross-functional group of developers, testers, a business analyst, a project manager, and others. The team is already configured like the change control board.