



Promoting IT Efficiency

**ABC COMPANY
Extended Accounting System (EAS)
Requirements Traceability Matrix
Sample**



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1. CONTEXT

This section provides a basis for why the document has been prepared - it gives the reader an understanding of what they should expect to see in the remainder of the document.

The **Requirements Traceability Matrix** deliverable is used to ensure all user defined requirements are documented and incorporated into the application/system. The **Requirements Traceability Matrix** acts as inventory of all the user requirements that is referenced and used as a checklist to ensure the final application/system satisfies and delivers all the user requirements.

1.1 Acronyms

The following acronyms have been utilized in the document

UF	-	"User Function"
UBR	-	"User Business Rule"
STD	-	"Standard"
SD	-	"System Design"
HSD	-	"High Level Solution Design"
DSD	-	"Detailed Solution Design"
PS	-	"Programming Specification"
Sx	-	"System"
SSx	-	"Sub-System"

2. REQUIREMENTS TRACEABILITY DEFINITION

This section establishes the nomenclature for how user requirements will be defined throughout the life of the project. These definitions ensure the project team can address each and every business requirement in a consistent manner.

2.1 User Requirements

Use cases are used to identify and document a specific business operation or activity. The Use Cases ensure that each operational condition./activities have been identified, described, and provided a number for referencing when used by other methodology deliverables. The following format

ID	Reference	Name	Description

is used to describe all of business requirements for the System, Sub-Systems and Functions business requirements.

ID - a unique number used to identify a specific business requirement

Reference - the origin of the specific business requirement (System, Sub-System, Function)

Name - a unique title for the specific business requirement

Description - a brief description of specific business requirement

2.2 Use Requirement ID's

User Functionality - All requirements attributable to business user functionality are referenced with an Identification (ID) and User Function (UF). User Function (UF) requirements are defined throughout the lifecycle and can be attributable to the System, Sub-Systems, or Business Functions.

User Business Rules - Some *EAS project* requirements are governed by existing Business Rules, regulations, policies and procedures. These business rules have been applied for all requirements of the EAS project and are denoted with "UBR".

User Data - Some EAS project requirements are dependent on data received from existing ABC Company applications. These requirements are denoted with "UD".

Standards - Common practices (screen layouts, error handling, date checking, etc) are applied consistently across the application. These requirements are denoted with "STD".

3. SYSTEM REQUIREMENTS

This section catalogues all the "System Requirements". The "System Requirements" originate and are derived from and are documented in the "High Level Solution Design" deliverable. Each and every "System Requirement" defined in the "High Level Solution Design" will be reflected in the section and later used for "Acceptance Testing Evaluation".

System Requirements

ID	Reference	Name	Description
UFxxx	HSD-S1-1	Financial Reconciliation	Financial integrity between all ABC accounts (internal & external) for all transactions pertaining to contractor services
UBRxxx	HSD-S1-2	Data Reconciliation	All data associated (entered, revised, deleted) with the "contractor" services function must adhere to the standards and integrate into other existing ABC Company data structures.

4. SUB-SYSTEM REQUIREMENTS

This section catalogues all the "Sub-System Requirements". The "Sub-System Requirements" originate and are derived from and are documented in the "High Level Solution Design" deliverable. Each and every "Sub-System Requirement" defined in the "High Level Solution Design" will be reflected in this section and later used for "System Integration Test Evaluation".

Sub-System Requirements

ID	Reference	Name	Description
UFxxx	HSD- SS1-1	Authorization ID	Only individuals with appropriate level of authorization can approve contracts
UBRxxx	HSD-SS1-2	Value Limitation	Approved budget authorizations will delimit amount available for contracts
UFxxx	HSD-SS2-1	Formal Title	Each contract position to be approved must adhere to the "titles" identified by the HR representative
UFxxx	HSD-SS2-2	Individuals Info	Necessary personal information will be maintained for all contractor candidates
UBRxxx	HSD-SS3-1	Valid Vendor	Vendor proposing contracting resource must be a "Vendor" approved on a standing offer.
UFxxx	HSD-SS3-2	Candidate Categorization	Category of all "selected" candidates must be within the valid "categorization" range
UBRxxx	HSD-SS4-1	Internal Reconciliation	A balance must always exist between a Departments Approved contractor budget, the amount dispensed to "selected" contractors, and the amount of Departmental contractor budget remaining.
UBRxxx	STD-xx	Header	All header information will display the EAS Project name, the screen name, and page number (if greater than one). All header spacing will be "centered" on the screen.
UBRxxx	STD-xx	Body	The body will display all relevant information associated with the specific screen. All information will be displayed as "left justified".
UBRxxx	STD-xx	Footer	The footer will display system or user errors to the user. All information will be displayed as "left justified".
UBRxxx	STD-xx	Header	All errors identified through the utilization of the EAS application will be displayed to the user in a consistent way with a consistent message.

5. FUNCTIONS REQUIREMENTS

This section catalogues all the "Functions Requirements". The "Functions Requirements" originate and are derived from and are documented in the "High-Level and Detail-Level Solution Design" deliverables. Each and every "Functions Requirement" defined in the "High Level and Solution Design" deliverables will be reflected in this section and later used for "System Integration Test Evaluation".

5.1 (SS1 - Operations)

5.1.1 (SS1-F1) Contractor Tender Authorization

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS1-F1-x	Request Form Author	All request for contractors must contain the authors/requesting name
UFxxx	HSD-SS1-F1-x	Contractor Request Status' - Lifecycle	Samples of contractor request must exist and evolve through the various stages of the contractor request lifecycle (initiated, approved, non-approved, pending, applied, concluded)
UFxxx	DSD-SS1-F1-1	Author security	Author of "Request for Contractor" must have appropriate access rights to complete the request - management level 1
UFxxx	DSD-SS1-F1-2	Approver security	Approver of "Request for Contractor" must have appropriate security privileges to authorize the request - management level 5
UFxxx	PS-SS1-F1-P1-1	Authorized User	The user of the application (employee ID number) must have privileges to author a "Request for Contractor" transaction
UFxxx	PS-SS1-F1-P1-2	Request for Contractor Unique Identifier	The "Request for Contractor" identification must be unique and within the acceptable range.

5.1.2 (SS1-F2) Contractor Interview Response

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS1-F2-1	Interview Feedback	An interview feedback form is completed for every contractor interviewed

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5.1.3 (SS1-F3) Contractor Oversight Management

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS1-F3-1	Contractor Deliverables	The specific deliverables and activities attributable to every contractor position is updated on a monthly basis
UFxxx	HSD-SS1-F3-2	Contractor Status	An assessment of how the contractor has performed their deliverables and activities will be completed on a monthly basis
UFxxx	HSD-SS1-F3-3	Contractor Evaluation	Each Contract Vendor receives an evaluation of how each of their contractors are performing on a monthly basis

5.2 (SS2 - Human Resources)

5.2.1 (SS2-F1) Contractor Description Creation

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS2-F1-1	Standard Role Descriptions	All contract positions proposed offered by a User Departments will adhere to HR policies and processes. Each position will have an official title, description, roles, responsibilities, education

5.2.2 (SS2-F2) Selected Contractor Stationed

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS2-F2-1	Building Security Access	Each contractor will be provided the necessary security badge and floor access codes to access the necessary facilities
UFxxx	HSD-SS2-F2-2	Technical Security Access	Each contractor will be provided electronic access and passwords for an email account, work station (desk top, lap top), file server access

5.3 (SS3- Procurement)

5.3.1 (SS3-F1) Contractor Interviewing

Function Requirements

ID	Reference	Name	Description

UBRxxx	HSD-SS3-F1-x	Minimum Contractor Candidates	A minimum of three potential contractor candidates must be available for a position before an initial interview can take place
UFxxx	HSD-SS3-F1-x	Quorum Required	A minimum of two representatives from a User Department must be present to conduct interview

5.3.2 (SS3-F2) Contractor Evaluation & Selection

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS3-F2-x	Contractor Verification	Summary of evaluation is prepared - to include all interview response - results delivered to User Department for review and approval
UFxxx	HSD-SS3-F2-x	Contractor Authorization	User Department confirms approval of contractor candidate
UFxxx	HSD-SS3-F2-x	Vendor Engagement	Contract Vendor is informed of successful candidate and provided start date - contract condition are reviewed

5.3.3 (SS3-F3) Vendor Feedback

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS3-F3-x	Contractor Status	Monthly report is sent to Contractor Vendor to apprise them of the activities and progress of the contractor

5.4 (SS4 Finance)

5.4.1 (SS4-F1) Contractor Vendor Authorization

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS4-F1-x	Valid Contractor Vendor	A Contract Vendor must be present on the "Standing Offer Vendor" to be eligible to submit contractor candidates

5.4.2 (SS4-F2) Contractor Vendor Payment

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS4-F2-x	Contract Vendor Compensation	A Contract Vendor will receive financial compensation for each contract resource performing work at ABC Company - compensation dependent

			on conditions of each individual contract

5.4.3 (SS4-F3) Contract Vendor Financial Reconciliation

Function Requirements

ID	Reference	Name	Description
UFxxx	HSD-SS4-F3-x	Monthly Balance	Sum total of all payments made to all Contract Vendors is assessed against the sum of all "approved" contractor contracts (monthly basis)
UFxxx	HSD-SS4-F3-x	Annual Reconciliation	Sum total of all payments made to all Contract Vendors is assessed against the sum of all "approved" contractor contracts (annual) - tax reporting information distributed to each Contract Vendor