

Requirements Management Plan (Sample)

A clear understanding of the RFP and contract requirements are critical to the success of any project. Optum Rx has developed a requirement gathering methodology that is comprehensive, without being overly complex or burdensome. Requirement gathering and validation is the culmination of design sessions and meetings. Requirement definition serves as the basis for the design and configuration teams.

To ensure the PBA fulfills its intended purpose, Optum Rx will conduct a series of requirement gathering sessions to better understand the reasoning behind the RFP and contract text/objectives. We will present clarified requirements, called Business Rules (BRs), to affirm our understanding. This serves as an opportunity for the State to review, modify, and formally accept the business rules. The BRs trigger detailed design work, additional planning, and configuration. Modification to approved BRs may negatively impact the project. Therefore, changes to BRs after approval may trigger the change management process depending on whether design work has started. The signing of the BR is the acceptance of Optum Rx's understanding of the requirement.

Optum Rx has created a Requirement Tracker tool that is used to trace RFP and contract requirements through the life cycle of the project. Through rigorous review of the RFP, contract, and related documents, Optum Rx will create a crosswalk of RFP and contract requirements to BRs. By tracing requirements back to the RFP and contract, Optum Rx and the State can be assured that each has been addressed and that there are no gaps in functions or services.

Optum Rx can create new requirements because of contract discussions, amendments, or approved changes through the formal change management process.

State of Georgia

Requirements Management Plan

Prepared by: Optum Rx
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Revision Log

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1 Introduction

The Requirements Management Plan defines the project management procedures that will be utilized by Optum Rx for the duration of the Implementation phase of this project. Optum Rx's overall approach to Requirements Management follows the Project Management Institute (PMI®) Project Management Body of Knowledge Guide (PMBOK® Guide).

1.1 Objectives

The Requirements Management Plan provides the requirement traceability process and serves as a roadmap to managing the requirements.

1.2 Drafting the Requirements Traceability Matrix (RTM)

The Project manager will load all deliverables and requirements into the RTM from the contract and performance guarantees. The RTM provides the requirement traceability process and serves as a roadmap to managing the requirements.

The purpose of the RTM is to:

- Document all requirements agreed to within the contract.
- Acts as a formal project scope document to assist the project teams in creating a baselined scope management plan.
- Enables the team to prioritize requirements and align with the project work plan.
- Brings a full scope awareness to all team members.
- Enables the project team to track requirements in a formal, standard, and repeatable way.

1.3 RTM creation

A clear understanding of RFP and contract requirements is critical to the success of any project. Optum Rx has developed a requirement gathering methodology that is comprehensive, without being overly complex or burdensome. Requirement gathering, and validation is the culmination of design sessions and meetings. Requirement definition serves as the basis for the design and configuration teams.

Shortly after the contract is signed, the Project Management team works closely with all SMEs across the Optum Rx organization to compile the RTM.

To ensure the PBMS fulfills its intended purpose, Optum Rx will conduct a series of requirement gathering sessions to better understand the reasoning behind the RFP and contract text / objectives. We will present clarified requirements, called Business Rules (BRs), to affirm our understanding. This serves as an opportunity for the State of Georgia to review, modify, and formally accept the business rules. The BRs trigger detailed design work, additional planning, and configuration. Modification to approved BRs may negatively impact the project. Therefore, changes to BRs after approval may trigger the change



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Optum Rx has created a Requirement Tracker tool that is used to trace RFP and contract requirements through the life cycle of the project. Through rigorous review of the RFP, contract, and related documents, Optum Rx will create a crosswalk of RFP and contract requirements to Business Rules. By tracing requirements back to the RFP and contract, Optum Rx and the State can be assured that each has been addressed and that there are no gaps in functions or services.

1.4 RTM management

Throughout the lifecycle of the implementation phase, the Project Manager will manage and track the successful fulfillment of the requirements through deliverable and requirement review sessions.

Once Optum Rx has received final approval from the client, the requirement is finalized, and the supporting documentation is filed appropriately for historical purposes.

Optum Rx can create new requirements because of contract discussions, amendments, or approved changes through the formal change management process.