

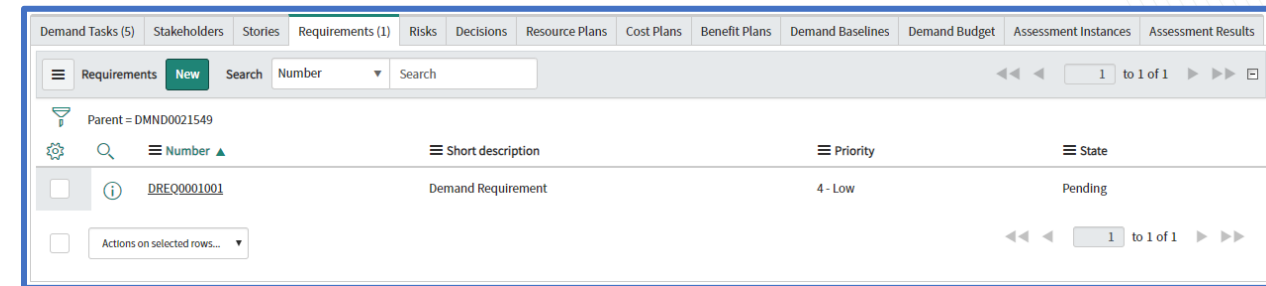
Creating and Approving Requirements

Quick Reference Guide

Completing Demand Assessments

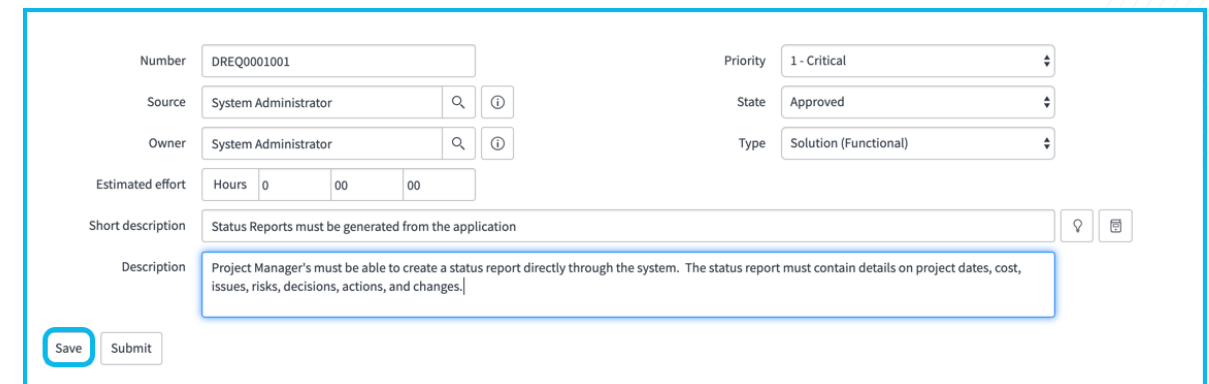
A Requirement is a capability that a project must meet to solve a user's problem, and should be used to define the project scope. Requirements can be created on a Demand by using the Requirement related list at the bottom of the form.

1. Once you have opened the demand, scroll to the Requirements related list and click the **New** button to create a new requirement specific to this project. Use the **Edit** button to add a requirement that already exists on another project
2. Complete the form fields and **Save** the form.
 1. The **Type** field identifies the type of requirement; choose Business, Solution (Functional), Solution (Non-Functional), Quality, Stakeholder, or Transition.
 2. Requirement states are pending, approved or rejected.



This screenshot shows a web application interface for managing requirements. At the top, there is a navigation bar with tabs: Demand Tasks (5), Stakeholders, Stories, Requirements (1), Risks, Decisions, Resource Plans, Cost Plans, Benefit Plans, Demand Baselines, Demand Budget, Assessment Instances, and Assessment Results. Below the navigation bar, there is a section for 'Requirements' with a 'New' button and a search bar. A table below shows a single requirement with the following details:

Number	Short description	Priority	State
DREQ0001001	Demand Requirement	4 - Low	Pending



This screenshot shows the 'New Requirement' form. The form fields are as follows:

- Number: DREQ0001001
- Source: System Administrator
- Owner: System Administrator
- Estimated effort: Hours 0 00 00
- Short description: Status Reports must be generated from the application
- Description: Project Manager's must be able to create a status report directly through the system. The status report must contain details on project dates, cost, issues, risks, decisions, actions, and changes.
- Priority: 1 - Critical
- State: Approved
- Type: Solution (Functional)

At the bottom of the form, there are two buttons: 'Save' and 'Submit'.

Completing Demand Assessments

To modify the Requirement, click on the Number or double click on any other field for inline editing. The state can be updated to **Approved** by using the inline editing feature.

Demand Tasks (5)	Stakeholders	Stories	Requirements (1)	Risks	Decisions	Resource Plans	Cost Plans	Benefit Plans	Demand Baselines	Demand Budget	Assessment Instances	Assessment Results
Requirements	New	Search	Number	Search								
Parent = DMND0021549												
			Number	Short description	Priority	State						
			DREQ0001001	Demand Requirement	4 - Low	Approved						
			Actions on selected rows...									
			1 to 1 of 1									