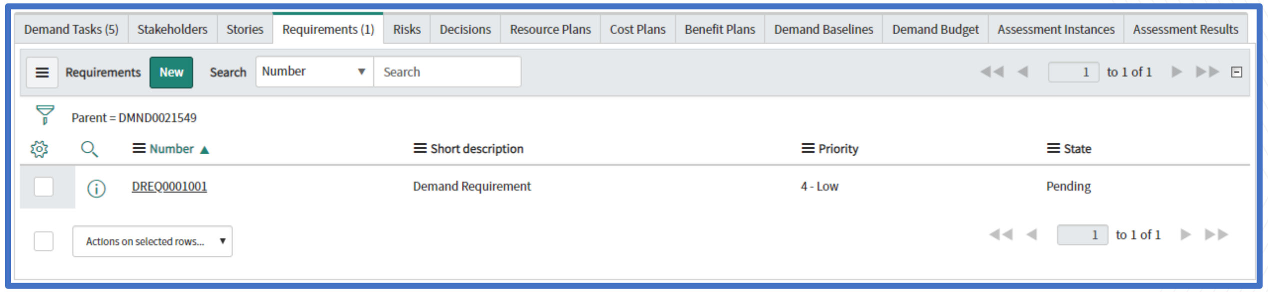
Creating and Approving Requirements

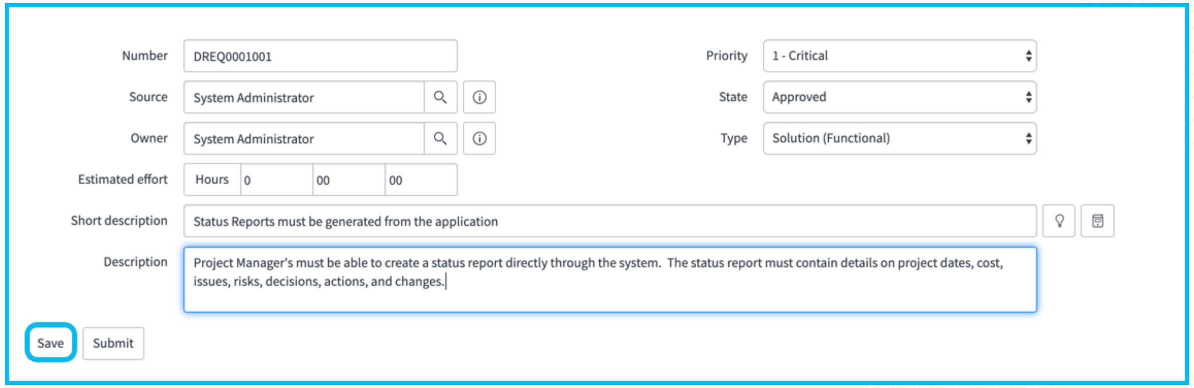
Quick Reference Guide

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.





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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.