

Project Management Planning

Project Plan Format

Initial Release	1.0
Date:	January 1997

Project Requirements

The detailed listing of project requirements, with references to the statement of work, work breakdown structure, and specifications, is included. Refer to *Top-Level Requirements Specification*. A sample listing is shown in the figure below.

10. Project Requirements

No.	Requirement	RFP Reference	SOW Reference	Task Reference	Specification Reference	Completed	Comments / Clarification
1.	The system shall incorporate a well defined help function	2.2.10 2.4.2	S01230	S01230	SSS 3.2.6.4	Yes	
2.	Function key macros and /or other shortcut techniques shall be provided for "power users"	2.2.10	S01230.1	S01230.1	SSS 3.2.6.4	Yes	
3.	The system shall require each user to sign on to the system with a password	2.2.10 2.4.2	S01230	S01230	SSS 3.2.6.1	Yes	
4.	The average response time to all entries shall be 1/2 second or less.	2.2.10	S01230.1	S01230.1	SSS 3.2.6.1	Yes	Yes
5.	Any data item shall only have to be entered once.	2.2.10 2.4.2	S01240	S01240	SSS 3.2.6.1	Yes	
6.							
7.							
8.							
9.							
10.							

SOW = Statement of Work

Risk Identification

A description of the risks identified for the project is included. A risk is