



## Requirements Definition

### aka The Master List

The requirements definition (RD) is the scope authority for the project. It's a full inventory of features with precise descriptions of functionality.

#### OWNER:



TECH LEAD

#### CONTRIBUTORS:



PROJECT  
MANAGER



BACK-END  
DEVELOPER



USER EXPERIENCE  
ARCHITECT



PRODUCTION  
LEAD



TESTER

#### DESCRIPTION:

The RD captures the project in writing: It's a crucible for refining disparate ideas and converting them into actual deliverable features and establishing shared understanding of what the product will be.

The RD is a reference point for several expertise areas: it communicates to UXa what the key features must accomplish; it provides testers with the information they need to verify the end product; and it tells the project manager and the client how the project is being built.

First drafts are full of open questions, notes, and assumptions. These get whittled down and become declarations, examples, and details. By its completion, it captures the full project scope and clearly defines all features.

#### SPECIAL CONSIDERATIONS:

- The RD is the what, the production plan is the front-end how, and the development plan is the back-end how.
- The RD requires a lot of client input. Language and terminology should be client-oriented.
- The biggest risk with the RD isn't that it might be inaccurate, but that it might be missing something. A key focus of reviews should be identifying holes.
- The RD needs love, care, and good writing. Write it well.

#### LOCATION IN THE PROCESS:

