State of Vermont

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Project Name Here

Requirements Traceability Matrix

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Prepared By: (Your Name)

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# Revision History

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| Version | Date | Author(s) | Revision Notes |
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#

# Overview

In this section, describe the purpose of the Requirements Traceability Matrix and how the matrix will be used to track requirements throughout the lifecycle. (Remove this comment section from final document.)

# Tracking Process

Describe how you will track requirements through the lifecycle and who will be responsible for the tracking. If the requirements are not tracked through all of the lifecycle, the Traceability Matrix loses a lot of its value. (Remove this comment section from final document.)

# Tracking Number Scheme

Before you start tracking, consider the type of tracking numbers you will use. The tracking scheme you use will allow you to trace the requirements through the rest of the lifecycle. You could just number the requirements as "1", "2", "3", etc. However, you might want to build more sophistication into the numbering scheme. For instance, perhaps the requirements can be grouped into logical sections, and each section can have a unique identifier. In this case, the requirements tracking numbers might be "TAB-001", "TAB-002", "DIS-001", "DIS-002", etc. (Remove this comment section from final document.)

# Requirements Traceability Matrix

The following table is used to track a requirement through the lifecycle. The requirement number on the first column corresponds to the same requirement number as in the Business Requirement Report. If you used Use Cases instead of traditional requirements, use the Use Case number instead. The rest of the row corresponds to the elements where the requirement is designed, constructed and tested. These will have a separate naming convention. A requirement may be designed and constructed in multiple elements, components and test cases. On the other hand, one design element, construct component and test case may cover more than one requirement. The last column on the matrix indicates whether the requirement has been validated in final testing. You can add additional columns to designate whether the requirement can be traced through to other deliverables, milestones or testing events. (Remove this comment section from final document.)

| Requirement # / Use Case # | Design Element | Construct Component | Test Case | User Acceptance Test |
| --- | --- | --- | --- | --- |
| TAB-001 | D-APR607P | C-APR607P | T-004-01 | Yes |
| TAB-002 | D-ARX607P | C-ARX607P | T-004-09, T-004-15 | Yes |
| TAB-003 | D-APC103DD-APC103E | C-APC103DC-APC103E | T-004-22 | Pending |
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