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### Overview

This standard is about capturing project requirements. Project requirements are statements of the need that a project has to satisfy.

You will have to collect and evaluate information, and work with stakeholders to support the capture of project requirements. You will also have to prioritise and report project requirements.

Project Management National Occupational Standards (PMNOS) are based on the following project management lifecycle:

- A Establish and lead the project team, and work with stakeholders
- B Define and initiate the project
- C Develop the project management plan
- D Deliver the project
- E Close and review the project

This standard is part of area B 'Define and initiate the project'.

# ECIPMB2

## Capture project requirements

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### Performance criteria

- You must be able to:*
- P1 collect sufficient information to support the capture of project requirements
  - P2 evaluate information thoroughly to support the capture of project requirements
  - P3 work with **stakeholders** to support the capture of project requirements
  - P4 capture project requirements that fit with the agreed approach to the project
  - P5 prioritise and agree project requirements with stakeholders
  - P6 communicate the project requirements to relevant stakeholders

### Knowledge and understanding

*You need to know and understand:*

- K1 the context of the project
- K2 relevant legislative, regulatory and organisational requirements
- K3 how to capture project requirements
- K4 the typical range of project requirements in your area of practice
- K5 the sources of information that will support the capture of project requirements
- K6 how to evaluate information to support the capture of project requirements
- K7 how to work with stakeholders to capture project requirements
- K8 how to manage stakeholder expectations
- K9 the relationship between project requirements, project objectives and the approach to the project
- K10 how to prioritise and agree project requirements with stakeholders
- K11 how to communicate the project requirements to stakeholders

### Additional Information

#### Scope/Range

##### Stakeholders:

- 1 Sponsors
- 2 Clients or customers
- 3 Relevant groups/individuals interested in the project
- 4 Relevant groups/individuals affected by the project
- 5 Relevant groups/individuals who might affect the project

#### Glossary

##### Approach to the project

The approach to the project defines the adopted project methodology, product development and deployment of the solution. The detailed approach to the project will vary according to the sector and the complexity of the project.

##### Context of the project

This phrase appears in the knowledge and understanding of the National Occupational Standards (NOS) and relates to the wider context of the project that the individual will need to know about, such as the project environment, the relationship to a wider programme of work and how the project fits with organisational strategies.

The sector in which the project manager works (e.g. software development, construction, manufacturing or process industries) will have its own specific context and this phrase is intended to convey this meaning.

##### Objectives

Predetermined results towards which effort is directed. Objectives may be defined in terms of outputs, outcomes and/or benefits.

##### Project

A unique, transient endeavour undertaken to achieve planned objectives.

##### Requirements management

Requirements management is the process of capturing, assessing and justifying stakeholders' wants and needs.

### **Stakeholders**

Project stakeholders may be internal or external to the organisation and include sponsors, clients, customers and all relevant groups/individuals with a relation to the project.

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