

Prioritizing Requirements for Pachyderm: Quick Reference Sheet

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This document covers the items under the "Classification" and "Flags" tabs in the Requirements Tracker System and is meant to serve as a guide for those who are prioritizing requirements. It is assumed that you are working with a list of requirements specific to your team. To find your team's requirements, go to the search page. Look under "Advanced Search" for "Classification(s)" and check the boxes pertinent to your team:

Metadata & Standards (Mike's team): check "Metadata" and click "search."

Programming (Michelle's team): check "System," "Database," and "Security" and click "search."

Usability & Pedagogy (Tom & Wendy's team): check "User Interface," "Usability," and "Templates," and click "search."

This will give you a list of all the requirements that have been initially scoped as belonging to your team. Your tasks are as follows:

1. Review current classification and make any necessary changes.
2. Note any dependencies on other requirements which are obvious at this time.
3. Update the requirement status as regards volatility and official priority.
4. Set flags as appropriate and mark the requirement submission status.

See below for detailed instructions. ***These activities should be conducted as a group, requirement by requirement.***

Review Current Classification (Classification tab)

Under the "Classification" tab, check that the primary classification is correct (that this requirement is indeed relevant to your team). If it is not, change it as needed. Check the system components and requirement type and make changes there if needed. If changing the classification assigns the requirement to another team, save your changes and move on to the next requirement.

Refer to the document "Scoping Requirements for Pachyderm" dated Feb. 12, 2004 for detailed instructions.

Note Dependencies (Classification tab)

If you happen to realize that this requirement depends on another requirement, or that another requirement is dependent on this one, select the appropriate requirement(s) in the drop-down boxes under "dependencies." Don't spend a lot of time on this right now.

Update Status (Classification tab)

Identify whether this requirement is fairly stable or is likely to change (we're talking about the requirement itself, not any code that may result from implementing it). Under "status," choose the appropriate option.

As a group, agree on a priority for this requirement. Your choices are:

- Essential (must be included): the requirement WILL be implemented in this version.
- Useful (system will be less effective without it): the requirement MAY be implemented in this version if it is feasible; it will be at the top of the waiting list.
- Desirable (makes system more attractive to users): the requirement MAY be implemented in this version if it is feasible; it will be further down the waiting list.
- Wish List (maybe for next version): the requirement WILL NOT be implemented this version and will be recorded in the "wish list" section of the requirements document.

Team leaders will have a chance to meet and discuss requirement prioritization before the requirements document is completed.

Set Flags (Flags tab)

Status of Requirement: If the requirement is not out of scope ("requirement type" on the Classification tab), change the requirement status to "proposed." Otherwise, leave it "draft."

Clarity of Requirement: If the requirement as worded is clear and understandable, mark it "clear." Otherwise, mark it "needs refinement" or "unclear" as appropriate. Add any notes if you wish (optional).

Validation Status and Checklist Status: For now, leave these alone; we will do this soon.

Redundancy: If the requirement duplicates another requirement exactly or very closely, you may indicate this by selecting the other requirement by number and name in the drop-down next to "redundancy." Add any notes if you wish (optional).

Comments tab

Check the comments page for any notes left by the writer or by the person who scoped the requirement, and leave any notes your team wishes to record.