## Requirements Development and Management Sub-Policy

### 4-1 Purpose

The purpose of the Requirements Development and Management sub-policy is to establish a common and unambiguous definition of HUD software-related requirements which are understood by the project team, end users, and the contractor team.

Requirements Development and Management begins with the translation of HUD operational or end user requirements into solicitation documentation (e.g., specifications) and ends with the transfer of responsibility for the support of the software products.

Software-related requirements define the scope of the software effort. HUD software-related requirements are incorporated into software project plans, activities, and products in an orderly manner. HUD Requirements Management ensures that software requirements are unambiguous, traceable, verifiable, documented, and controlled.

Reuse of existing HUD software assets, including architecture, is analyzed for use in satisfying requirements. Requirements Development often involves direct participation from the end user to ensure that HUD system-level requirements are well understood.

HUD software-related Requirements consist of technical requirements (system requirements allocated to software) and non-technical requirements (contractual agreements, conditions, and terms affecting the software portion of the acquisition). This sub-process is divided into two separate processes: development of software-related requirements and the management of these requirements for the duration of the acquisition for HUD.

The software Requirements Development sub-process includes those activities in which system level requirements are decomposed and allocated to software. For requirements allocated to software, techniques such as Joint Application Development (JAD) workstations will be used to refine and explicitly define granular, implementable, and testable requirements statements.

The software Requirements Management sub-process activities include establishing and maintaining agreement among the HUD project team, the end user, and the contractor team with respect to the software-related requirements, baselining the HUD software requirements, and controlling all subsequent requirements changes through a rigorous change control process.

### 4-2 HUD Sub-Policy

HUD software acquisition projects will follow this written sub-policy for Requirements Development and Management. This sub-policy specifies that:

A.  HUD software-related Requirements will be developed and baselined prior to release of the solicitation package, then managed, maintained, tracked, and verified (or validated).

B.  A change control mechanism within HUD will exist to manage and control changes to the software-related contractual requirements, and changes to the software-related contractual requirements will be reflected in software acquisition plans, work products, services, and activities.

C. HUD will designate appropriate personnel with responsibilities for requirements and management activities.

## 4-3 Responsibilities

The HUD GTR will oversee the HUD Project Leader and will be responsible for the implementation of this sub-policy throughout the project life cycle and, either directly or by delegation, coordination of all activities described herein.  Typically a GTM, whether appointed as such directly by the GTR or the CO, will be the designated Project Leader.

## 4-4 Requirements

HUD software acquisition projects will comply the with requirements for the Requirements Development and Management sub-policy as follows:

A. The HUD Project Leader will place software-related requirements under change control early in the project, but not later than release of the Solicitation package, and will appraise all change activity (systems or software) for their impact on performance, architecture, supportability, system resource utilization, evaluation requirements, contract schedule and cost, and any software being acquired.

B. Bi-directional traceability between the HUD requirements and the contractor team's software work products and services will be maintained throughout the effort.

C. The project team appraises system requirements change requests for their impact on the software being acquired.

D. HUD will provide adequate resources for solicitation activities including training to perform those activities.

E. HUD will ensure that the requirements and development project team and the activities that they are performing are in accordance with documented requirements development and management plans.

F. End-users and other affected groups will be involved in identifying software-related contractual requirements and any subsequent change activity

## 4-5 Measurement and Verification

A. HUD will measure the progress and analyze the measurements of requirements development and management activities and resultant products.  To achieve this, HUD will be required to define the measurements to be taken and the analysis to determine the status and effectiveness of the activities performed.

B. The Acquisition organization and the project manager will perform periodic reviews of the requirements development and management activities.