Your Company Name

Requirements Traceability Matrix

Date

Revision History

Date	Version	Author	Change

Table of Contents

Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

1 Introduction

A *Requirements Traceability Matrix* (RTM) is a method used to compare requirements to design functions and features with testing the requirements / feature collection. Traceability ensures there is a relationship between the requirements, design, and tested information.

This document provides the user with the requirements traceability matrix for the < System Name and Software Version >.

High-level requirements and system requirement specifications are part of the information used for designing the system. These requirements must be traced throughout the development process into the system design and ultimately verified in the testing phase.

1.1 Purpose

The purpose of the < System Name Traceability Matrix > is to verify the association between the requirements shown in the Requirements / Specifications documentation and other project documents, including design and testing documentation. Testing ensures that the requirements have been implemented correctly based on the design and the *Requirements Traceability Matrix* provides that evidence.

1.2 Roles and Responsibility

Roles and responsibilities for this document are listed in the following table.

Roles	Responsibilities
Project Manager	Manages and coordinates the development and testing process. Reviews completed test documentation. Prepares and approves the validation process after successful testing.
QA Manager / Tester	Provides preparation support for requirements and design documents. Develops User Acceptance Test (UAT) documentation. Reviews and approves testing information and results.

2   System Description

Provide a description of the < System Name > from other documentation, i.e., requirements and design documents.

2.1   Referenced Documents

The following documents were used to create the matrix for testing the < System Name >. The *Requirements Traceability Matrix* ensures that the documented information satisfies its intended use.

Document	Date	Version
User Requirement documents	*< mm-dd-yyyy >*	*< x.x.x >*
Design Specification documents		
System Test Plan		
User Acceptance Test Plan		

Requirements link directly to system requirement specifications, which provide more detailed information than the initial requirements. Test cases are used for test verification.

3   Requirement Traceability Matrix

The requirements traceability matrix includes information from requirements, design, and testing documentation that is used for application development. The matrix is used during testing to verify referenced documentation and its functionality.

3.1   Traceability Matrix Instructions

Prepare a table matrix (consider one of the samples provided on the following pages):
- *List each requirement from the referenced documents, e.g., requirements document.*
- *Provide a relationship for each requirement with one or more test cases to ensure its correctness (create the test case if necessary and note any test procedure deviations).*
- *Verify that there is at least one test case for every requirement.*

3.2   Traceability Matrix Table Definition Information

The matrix traces each requirement associated to the software / design specification and respective test cases. The following table provides a brief explanation to completing the matrix.

Column Heading	Definition
Trace Number	A table identifier assigned to each traceable requirement.
Requirement # (Req #)	Identifies the requirement number assigned in the user or functional requirements document.
Specification # (Spec #)	Identifies the specification number assigned in the requirement, design, or software specification document.
Objective or Summary	A brief description of the requirement, specification or test script.
Test Case / Procedure #	Identifies the test case or procedure number assigned in the test document.

4 Traceability Matrix Samples

Companies require some type of verification that ensures all requested requirements and design information was actually tested and approved. Each company must decide how to document traceability, which may be based on corporate culture, management style, and project complexity.

Three sample matrix tables are shown for review and selection.

4.1 Simple Matrix

The following table provides a table structure for a simple traceability matrix when there is limited documentation to reference.

Req. #	Requirement	Test Case / Procedure	Test Date(s)	Status / Comments
	Key Requirements (section 1)			
1.	*Requirement 1*			
2.	*Requirement 2*			
3.	*Requirement 3 ……*			
	Other Requirements (section 2)			
4.	*Requirement 4*			
5.	*Requirement 5*			
6.	*Requirement 6 ……*			

4.2   Medium Complex Matrix

The following table provides a table structure for a medium complex traceability matrix when more detailed information is desired.

	Requirements			Design Spec	System Test	User Acceptance Test
R #	**Req #**		**Summary**	**Spec #**	**Script #**	**Script #**
1.	*1-1*		*Launch Application*	*1-1* *1-2* *1-3*	*ST-2.1*	*UAT-A-01*
2	*1-2*		*Log into Application*	*2-1* *2-2* *2-3*	*ST-2.2*	*UAT-A-02*
3.						
4.						
5.						

4.3   Complex Matrix

The following table provides a table structure for a complex traceability matrix when very detailed information is desired.

Test Topic	Test Number	Test Case Name	Objective	Bus. Req. #	Software / Design Req. #	Priority
Process A	*R1.0-T001.Process_A*	*XYZ data export flow*	*Process Objective "A".....*	*B1 (Test case 1)*	*S1 (Test case 1)*	*High*
Process A	*R1.0-T002.Process_A*	*XYZ data validation*	*Process Objective "A" .....*	*B1 (Test case 2)*	*S1 (Test case 1)*	*High*
Process B	*R1.0-T003.Process_B*	*Handle invalid XYZ data for mandatory fields*	*Process Objective "B" ......*	*B1 (Test case 3)*	*S1 (Test case 1)*	*Medium*

5   APPENDIX