

# SOP: Requirements Gathering and Project Scope Clarification

This SOP details the process of **requirements gathering and project scope clarification**, encompassing stakeholder identification, needs assessment, requirement documentation, scope definition, and validation. The purpose is to ensure clear understanding and agreement on project objectives, deliverables, constraints, and expectations to facilitate effective project planning and execution.

## 1. Purpose

To establish a standardized approach to gather project requirements and clarify the project scope, ensuring all stakeholder needs are identified, thoroughly documented, and validated before commencing project planning and execution.

## 2. Scope

This SOP applies to all new projects and major project changes, involving project managers, business analysts, stakeholders, and relevant team members.

## 3. Responsibilities

Role	Responsibility
Project Manager	Leads requirements gathering, ensures proper documentation and validation.
Business Analyst	Facilitates interviews, workshops, and documentation efforts.
Stakeholders	Provide input on needs, confirm requirements, and validate scope.
Project Team	Support data collection, participate in workshops, and review requirements.

## 4. Procedure

- Stakeholder Identification**
  - List all individuals, groups, or organizations impacted by the project.
  - Document roles, interests, and influence.
- Needs Assessment**
  - Conduct interviews, surveys, or workshops with stakeholders to gather needs, expectations, and pain points.
  - Analyze existing documentation and systems as needed.
- Requirements Documentation**
  - Consolidate information into a structured requirements document (e.g., BRD, user stories, feature list).
  - Classify requirements as functional, non-functional, or technical.
- Scope Definition**
  - Define project objectives, deliverables, boundaries, assumptions, and constraints.
  - Develop a project scope statement and Work Breakdown Structure (WBS) if required.
- Validation and Approval**
  - Review requirements and scope with stakeholders for accuracy and completeness.
  - Obtain formal approval and sign-off.
- Version Control**
  - Maintain a revision history for requirements and scope documents.
  - Communicate changes promptly and secure appropriate approvals.

## 5. Documentation

- Stakeholder Register
- Requirements Document (BRD, User Stories, etc.)
- Scope Statement/WBS
- Sign-off/Approval Records
- Revision History Log

## 6. References

- Project Management Body of Knowledge (PMBOK)
- Internal project management guidelines