

## **Introducing New and Improved SEM Requirements Definition Stage Templates!**

The new Requirements Specification template (SEM-402) is now more streamlined than ever! Requirements are broken down into four distinct categories: Business Requirements; Functional Requirements; Technical Requirements; and System Test Requirements. Also, the Requirements Management Checklist (SEM-403) is now integrated into the Requirements Specification template for ease of use.

For those projects requiring a request for proposals (RFP), the Requirements Specification template (SEM-402) is now designed to be a part of the RFP Process rather than after contract award. The new redesigned template allows the SEM-402 to be integrated into the procurement process rather than managing multiple sets of requirements, thus saving time transferring requirements from the RFP document to the SEM-402 following contract award. This translates to having one document throughout the process, instead of multiple!

The Requirements Specification template (SEM-402) is also aligned with the newly developed Technical Requirements document from Enterprise Architecture, giving the project team additional guidance with respect to technical requirements. The SEM-402 has an embedded link to the Technical Requirements document for quicker retrieval.

Other process improvements released this week include touchpoint updates in the PMM and SEM Overview diagrams; several template improvements, including the Initiation, Requirements, and Design template (SEM-01 Exp); the Resource Plan (PMM-05); the Project Change Request (PMM-14); the Post Implementation Evaluation Report (PMM-16 and PMM-16 Exp); and the Lessons Learned template (PMM-18).

For a detailed list of process/template improvements released this week, see the SEPG Release Log, located on the SUITE main page at [www.michigan.gov/suite](http://www.michigan.gov/suite). Stay tuned, as the newly-improved testing stage processes and templates, including a new Testing Guidebook will be released next month!