

Requirements Traceability Practice Record

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Connect a small requirement to its source, rationale and planned check. Use the record to review changes without losing the reason a requirement exists.

Use a fictional request or information you have permission to use. A completed row does not establish that a requirement is agreed, tested or compliant. Keep those statuses separate.

How to use the record

1. Give the requirement a stable reference and record its current wording and version.
2. Link the wording to the source observation or stakeholder request.
3. Describe a check that could demonstrate whether the requirement is satisfied.
4. Record review status and update the change note when wording or evidence changes.

Fictional worked example

Reference and wording: REQ 01 v1: The fictional training administrator can filter a practice attendance list by course.

Source and rationale: Fictional interview note OBS 03: the administrator reviews one course at a time.

Acceptance check: Use a practice dataset containing two courses and verify that the selected course alone is shown.

Status: Draft requirement; source interpretation has not been confirmed.

Change note: Version 1 created for a practice review.

Next action: Ask a reviewer whether the filter meaning and expected records are clear.

Complete your own record

Word: replace the guidance in the right column and add space or rows as needed. PDF: print this page and write your entries; it is not an interactive form. Save your own working copy with a clear filename and version.

Record field	Your entry
Requirement reference and version	[Enter your details here]
Requirement wording	[Enter your details here]
Source reference and source date	[Enter your details here]
Rationale and assumptions to confirm	[Enter your details here]
Acceptance check and evidence reference	[Enter your details here]
Requirement review status and reviewer	[Enter your details here]
Check status and date	[Enter your details here]
Change note and next review action	[Enter your details here]

Review before using the record

Confirm that the source supports the wording, the planned check is understandable and the status does not imply a test that has not occurred. Update both wording and linked evidence when the requirement changes.

Keep the unedited master separate from your completed working copy. Store sensitive information only in an authorised location. Original RDE practice aid; no guarantee of employment, business results or compliance.