



## **PMBOK Process No 4 – Collect Requirements**

**By Ray Myers, Jr., PMP**

**Process Group:** Planning

**Knowledge Area:** Scope Management

**Process #4:** Collect Requirements

**PMBOK V4:** 5.1

Collect Requirements is the process of defining and documenting stakeholders' needs to meet the project objectives.

### Inputs

- Project charter
- Stakeholder register

### Tools and Techniques

- Interviews
- Focus groups
- Facilitated workshops
- Group creativity techniques
- Group decision making techniques
- Questionnaires and surveys
- Observations
- Prototypes

### Outputs

- Requirements documentation
- Requirements management plan
- Requirements traceability matrix

---

**About the Author:** Ray Myers, Jr. is a PMP certified project manager with over 20 years' experience planning and managing technology projects. Contact Ray at [www.pmservicesnw.com](http://www.pmservicesnw.com)

Article source: [www.pmservicesnw.com](http://www.pmservicesnw.com)