

## requirements definition

The requirements definition in a tender or grants application document should focus on the operational objectives, purpose and desired outcomes of the process. The aim is to ensure that the expression of the requirements does not constrain respondents from submitting viable proposals which take advantage of the opportunities for innovative and resource efficient solutions.

The definition of functional requirements should be based on **what** is to be achieved and not **how** it is to be achieved. A requirements definition should set out the performance parameters by specifying details of operating inputs and required outputs, but not the methods to be used to achieve the latter.

In developing a specification, PSI Asia Pacific undertakes a comprehensive process of stakeholder consultation and research in order that a clear and effective expression of the client's requirements is documented.

A well structured and documented definition of requirements is critical as it serves to underpin further activities in the procurement life cycle including:

- Key Performance Indicators;
- Evaluation Methodologies;
- Selection Processes;
- Negotiation Strategies; and
- Contract Management.

An important stage of PSI Asia Pacific's requirements definition process is the establishment of a linked and hierarchical Requirements Breakdown Structure that divides the project or program into its separate component parts.

procurement & grants management

business case development

tendering management

grants management

contract performance management

tender & grants application assistance

probity & corporate management

probity advice & audit

compliance assessment

corporate governance review

corporate responsibility

business improvement

program & project evaluation

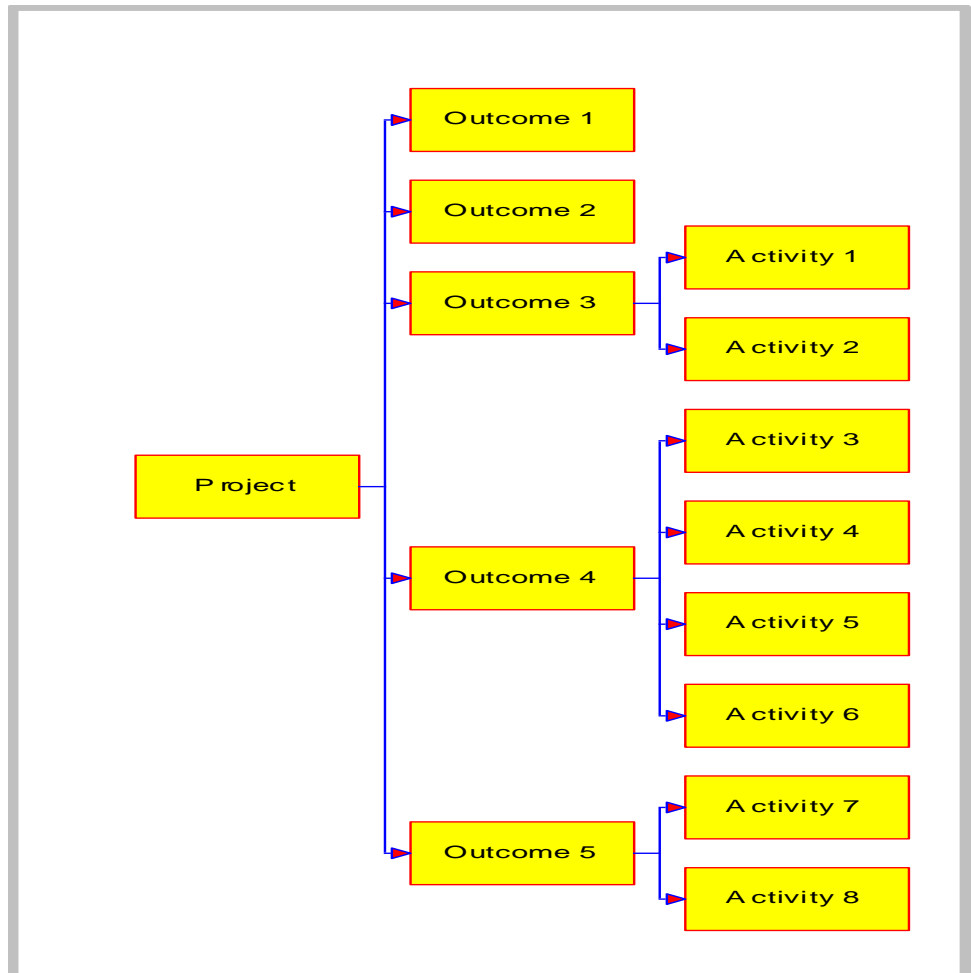
business process review

solution implementation

cost models and financial analysis



## requirements breakdown structure



The Requirements Breakdown Structure facilitates a view of the overall activity and allows relationships and links between the separate elements to be identified. It also provides a framework for:



- determining that all functional requirements are adequately covered while avoiding any double-counting;
- confirming linkages between requirements and sub-requirements; and
- a risk weighted model to be used for evaluation, negotiation and contract or agreement management purposes.

For more information on how PSI Asia Pacific can assist in your Requirements Definition process, please contact us through our website: [www.psiasiapacific.com.au](http://www.psiasiapacific.com.au) or email us at [psi@psiasiapacific.com.au](mailto:psi@psiasiapacific.com.au)

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