Improvement Project Assignment

<table>
<thead>
<tr>
<th>Project / Project ID</th>
<th>&lt;Project Name&gt;</th>
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<tbody>
<tr>
<td>Author</td>
<td>&lt;Author&gt;</td>
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<Title>

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1 **Executive Summary**
Short roundup of parameters, scope and expected results of the requirements engineering improvement project

2 **Introduction**
<Text>

2.1 **The Improvement Project Assignment Document**
<Text>

2.2 **Referred Artefacts**
In this section, all artefacts relevant to the document at hands are listed by type and detailed instance information, such as description, path, or version.

<table>
<thead>
<tr>
<th>Artefact Type</th>
<th>Version</th>
<th>Further Information</th>
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</thead>
<tbody>
<tr>
<td>Vision</td>
<td></td>
<td>&lt;The vision on which the requirements engineering process improvement project is based&gt;</td>
</tr>
<tr>
<td>Reference Process Model</td>
<td></td>
<td>&lt;The requirements engineering reference model actually applied at the company&gt;</td>
</tr>
<tr>
<td>Change Requests</td>
<td></td>
<td>&lt;Change requests that arose from the requirements engineering reference model&gt;</td>
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3 **Project Context**
Business area of the company/facility, project background, fields of application

4 **Project Scope Statement**
User needs and expectations, initial objectives the project is targeting

5 **Stakeholder Register**
Introduction of all people and organisations involved in the requirements engineering improvement project

6 **Deliverable Definition**
Declaration of all artefacts that belong to the scope of delivery, namely:

- Improvement Plan
- Analysis Report
- Design Report
- Evaluation & Transfer Report

Additionally, short roundup of their contents, declaration of completion dates (schedule) for selected content elements, declaration of selected content completions as decision points (milestones) within the project process

7 **Glossary**
Catalogue of agreed common terms used within the requirements engineering improvement project

8 **References**
List of text sources this document references
9 Appendix

9.1 History
Log all changes and each piece of work to document progress and changes.

<table>
<thead>
<tr>
<th>Date</th>
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9.2 Quality Assurance

<text>