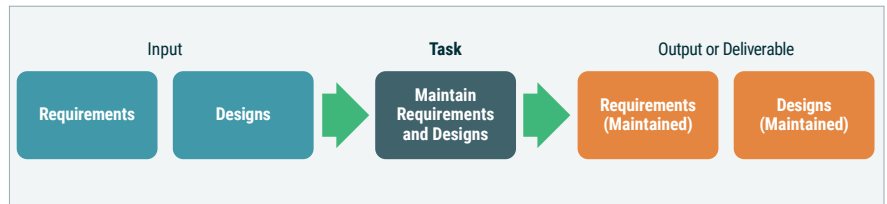# Maintain Requirements and Designs

Reference (Guidelines and Tools)

The following resources, if they exist, can be used to transform inputs into outputs:

- Information management approach

Task Inputs and Outputs

Input		Task	Output or Deliverable	
Requirements	Designs	Maintain Requirements and Designs	Requirements (Maintained)	Designs (Maintained)

Purpose or Need

To maintain requirement and design accuracy and consistency throughout and beyond the change initiative during the entire requirements lifecycle and to support the reuse of requirements and designs in other solutions.

Value

Maintaining up-to-date requirements and designs ensures they remain valid over time.

Solution

Requirements and designs that are up to date.

Techniques

Frequently used techniques:

- Business rules analysis
- Data flow diagrams
- Data modelling
- Use cases and scenarios
- User stories

Refer to the **BABOK Guide** for the complete list of techniques.

Stakeholder

Typically involves subject matter experts, operational support, regulators, and any additional stakeholders identified.

Description of Change

This task ensures that requirements and designs are accurate and current throughout the lifecycle and facilitates the reuse of requirements and designs where appropriate.

Consider...

Maintaining information can save costs, time, and effort for a wide variety of initiatives.

Example: Consider regulatory changes that require an update to financial systems. Having accurate existing information speeds up impact analysis and allows for quick identification of required system changes.

See *BABOK Guide* – 11.3 The Information Technology Perspective

Certifications: ECBA, CCBA, CBAP – Refer to the *BABOK Guide* for study purposes

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