

## 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 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.

### 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

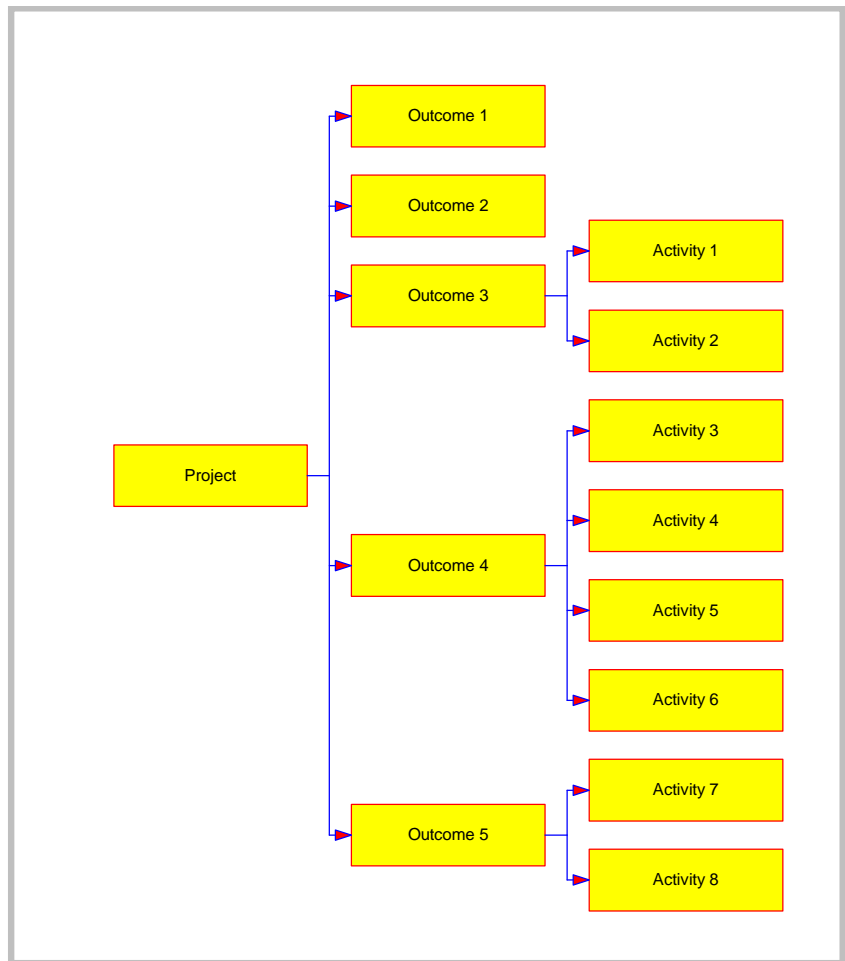
solution implementation

cost models and financial analysis



# requirements breakdown structure

An important stage of PSI'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.



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 can assist in your Requirements Definition process, please contact us through our website: [www.psiasiapacific.com.au](http://www.psiasiapacific.com.au)

## CANBERRA

GPO Box 648  
CANBERRA ACT 2601

## BRISBANE

Level 18, 333 Ann St  
BRISBANE QLD 4001

## MELBOURNE

GPO Box 2266  
MELBOURNE VIC 3001

## ADELAIDE

GPO Box 1093  
ADELAIDE SA 5001

## HONG KONG

Suite 2207-9 Tower Two  
Lippo Centre 89 Queensway  
Admiralty HONG KONG