

RaQuest Startup Manual

by Sparx Systems Japan

RaQuest 5.1 English Version Startup Manual



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1. Introduction

Welcome to the Sparx Systems Japan RaQuest Startup Manual. This manual introduces the operations of RaQuest from the start-up. The pictures used in this manual may be different from those of the latest version.

2. First Run

2.1. To Start RaQuest

You can start RaQuest from the icon created on your Windows desktop during installation. Doubleclick the icon to start RaQuest (fig. 1), or select **RaQuest** from **Windows Start** menu.



fig. 1

After starting RaQuest, the following window appears (fig. 2). In the next section, we will introduce how to create a new project for RaQuest.

R N	lo Pro	ject - Ra	Quest									-		×
								<u>R</u> equirement	T <u>o</u> ols	<u>H</u> elp				
] 🗃 [0	16	🖪 🗖	۵ 🔍	e I	9 of	勸・楷	jî -						
												CA	P NUM S	

fig. 2

2.2. To Create New Project

Select the **File** | **New Project** (fig. 3). The dialog to specify a project file (QEAX file or EAPX file) appears. Specify a file name for a new project and click the **Save** button. As an example, we specify RaQuestStartup.qeax in this guide.

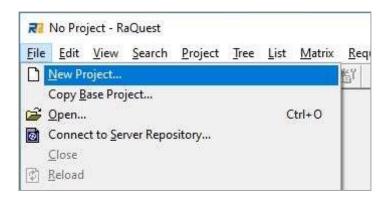


fig. 3

The project file is newly created (fig. 4).

The package, named "Requirements," in the Project tab on the left pane is the overall-standard package to manage requirements. It is called a root package.

₹72 RaQuestStartup.qeax - RaQuest				_	· 🗆	×
<u>File Edit View Search Project</u>	<u>Tree List Matrix R</u> equirement T <u>o</u> ols <u>H</u> elp					
] 🖻 🗟 🕄 🎒 🎒 🐧 🗎	■ 留 些 插 · 档					
🔓 🖉 🛱 💏 🕷 🕷			[Local Set	tting]		- X
	D Type Summary	Priority	Status	Risk	Difficulty	Stability
	There are no items to	o show.				
Project Members	All Requirements					
	, <u> </u>				CAP NUN	

fig. 4

Note: Projects of RaQuest are in QEAX/EAPX files, the same data file with the UML Modeling Tool - Enterprise Architect. Repositories on Databases and Cloud Repositories can also be used as projects. (It is necessary to be able to open them with Enterprise Architect that works with RaQuest.)

In this manual, we describe how to create a new project on RaQuest, rather using a project file of Enterprise Architect as the project file of RaQuest. See the RaQuest Help, etc. to use a project of Enterprise Architect as the project of RaQuest.

3. Optional Setting in RaQuest

Before starting operations, this section provides the details about the optional settings in RaQuest.

3.1. Setting for User Name

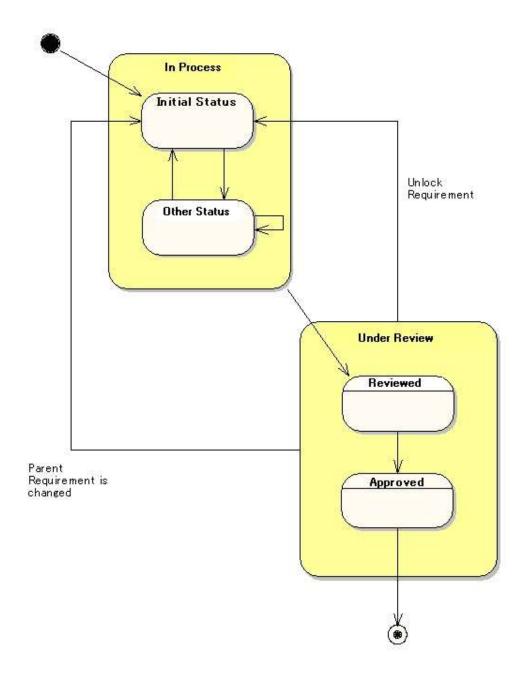
First, check the user name. With the project open, select the **Tools** | **Local Options**, then the following **Local Options** dialog appears (fig. 5). The field of **Current UserName** is shown on the first screen of this dialog. The Current UserName is applied to various fields like **Updated by**, which is used when creating requirements in RaQuest. If the **Current UserName** is blank or needed to be changed, enter the user name in the **Default UserName**. After setting the **Default UserName**, you have to reload the Project.

C Local Options	2
♥ View1 ♥ View2	ds Colors
Current UserName: Ichiro	
Default UserName: Ichiro	
Allow more than one instance to run at the sam	ne time
Always Display Requirement	
Exclusive Lock: Change when selecting rec	juirement
Open All Requirement List at Project Open	
✓ Word Wrap at multiline fields	
Requirement Attributes	
Display Attributes by List Form	
	om
Display Attributes by List Form Adjust Attributes Order to the Active List Display Attributes(Src/Dest Reg ID, Num Display User-defined Attributes tab in old for	om
Display Attributes by List Form Adjust Attributes Order to the Active List Display Attributes(Src/Dest Req ID, Num Display User-defined Attributes tab in old for Display Alias on requirement Summary/Descrete	om
Display Attributes by List Form Adjust Attributes Order to the Active List Display Attributes(Src/Dest Req ID, Num: Display User-defined Attributes tab in old fr Display Alias on requirement Summary/Descr Relationship Map	om
Display Attributes by List Form Adjust Attributes Order to the Active List Display Attributes(Src/Dest Req ID, Num Display User-defined Attributes tab in old for Visplay Alias on requirement Summary/Desce Relationship Map Show in List place	om
Display Attributes by List Form Adjust Attributes Order to the Active List Display Attributes(Src/Dest Req ID, Num Display User-defined Attributes tab in old for Display Alias on requirement Summary/Descr Relationship Map Show in List place Show package name	om
Display Attributes by List Form Adjust Attributes Order to the Active List Display Attributes(Src/Dest Req ID, Num: Display User-defined Attributes tab in old fr Display Alias on requirement Summary/Descr	om
Display Attributes by List Form Adjust Attributes Order to the Active List Display Attributes(Src/Dest Req ID, Num Display User-defined Attributes tab in old for Display Alias on requirement Summary/Desce Relationship Map Show in List place Show package name Show UMLItems Show Requirements In Trash Package	om

fig. 5

3.2. Requirement Status Flow in RaQuest

RaQuest assumes the following status flow in the process of requirements management (fig. 6).





In the above status flow, there are three special statuses for RaQuest.

- Initial status

The status for a requirement newly created. The requirement needs to be considered.

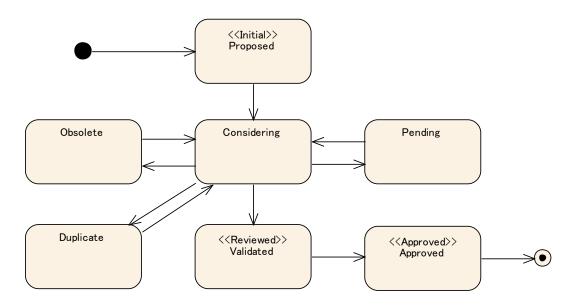
Reviewed status

The status for a requirement already considered. The content has been fixed.

- Approved status

The status for a requirement finalized by the approval of a person in charge.

Each of these special statuses has its own status, which can be modified in the **Project Options**. It is possible to add/modify statuses in the **Project Options** as well.



The following fig. 7 shows the flow of the statuses in the default setting.



The default setting of RaQuest assumes the status flow of requirement to proceed from Initial (Proposed,) Considering, Reviewed (Validated), and Approved (Approved,) consecutively. Other than these, RaQuest has the statuses such as "Obsolete" for cases that requirements are excluded from consideration, and "Pending" for cases that consideration of requirements is pending.

The status corresponding to "Reviewed" or "Approved" means that the content of the requirement has been fixed, so the requirement has been automatically locked to protect it from modifications. If the lock is released (unlocked to make changes for some reason), the status will go back to the "Initial status" automatically. The statuses of related requirements will also be changed to "Review Required" at the same time.

This enables you to have an accurate view of the requirements impacted by the change and prevents missing reviews.

3.3. To Check the Status Definitions

Now, check the definitions of statuses explained in Section 3.2. From the main menu of RaQuest, select the **Tools** | **Project Options** | **Statuses** tab (fig. 8).

Project Optio	ns	-
😥 User-Defin	l Features 1 《 ⁿ 》 General Fe ed Attributes ◇ List Fields ises ◇ Status and Initial Values	Packages
Status: D	escription: em has been proposed	Color:
++	New Save	Delete
Proposed Considering Validated Approved Duplicate Obsolete Pending	Item has been proposed In examination Checked Item is approved Duplicate Requirement There was not this Requirement I reserve examination of a Requirement	ent
ОК	Cancel Apply	Help

fig. 8

In this dialog, you can check and define statuses. Change the default definitions as necessary.

3.4. To Check the Settings for Special Statuses

Before starting operations, you should check the settings of three special statuses ("Initial," "Reviewed," and "Approved," for details see Section 3.2). Display the **Project Options** | **Status and Initial Values** tab (fig. 9).

Initial Status Reviewed Status	Proposed Validated	
Approved Status	Approved	
Default Type	Functional	
Default Version	1.0	
Default Phase	1.0	
🔽 ID Numbering	C AI 001	
	by Requirement Category	
	C by Package	
	C by Hierarchy style	
	001 0	1

fig. 9

In the above dialog, statuses are assigned according to the status flow, as shown in fig. 6. You can change the settings for the three special statuses described in Section 3.2 in this dialog.

If you change the settings of the special statuses after creating a requirement, the status of the created requirement may be inconsistent. Therefore we recommend that you consider and assign the special statuses before creating a requirement and do not change them after starting the

operation if at all possible.

Please confirm the Default Type for a newly created requirement. The requirement types are explained in Section 3.5.

3.5. To Check the Requirement Type Definitions

Check the definitions of requirement types. Select the Types tab of Project Options dialog (fig. 10).

Q User-Define Types ↓ Type: ↓	Features 1 《 [™]) General Features 2 ed Attributes ◇ List Fields Packages ses ◇ Status and Initial Values Categories escription: unctional Requirement
	New Save Delete
Functional Usability Reliability Performance Supportabili Etc -	Functional Requirement Usability Requirement Reliability Requirement Performance based requirement Supportability Requirement Etc. Off the Subject
	Add EA Extended Requirement Types

fig. 10

In the dialog, you can check and define requirement types for RaQuest. Requirements can be broadly classified into two types, "functional" and "non-functional." However, your team or division

may have an original rule for requirements' classification. You can freely add, modify, and delete requirement types in this dialog according to the rule in your team or division. For instance, "restriction," "performance," and so on may be defined as detailed requirement types for nonfunctional requirements.

The types in the classification model of FURPS+ are defined by default.

3.6. Setting for Requirement Category

To set requirement category, display the Categories tab in the Project Options (fig. 11).

	l Features 1 ed Attributes			res 2 ckages
Types Statu	ses 🔷 Statu	us and Initial V	alues Ca	ategorie
Category:	EA Element	Туре:	lcor	1:
Need	Requiremen	it	-) -
Desc.: Prefix: N	Auto IE	Counter:	001 Save [Delete
Category		Description		Jeiele
Veed Feature Require	Requirement Feature Requirement Requirement			
Specific	1. I.I.			

fig. 11

Requirement Category is not a type classification, but it is a classification of requirement abstraction level or granularity, and it is classified by Needs/Request/Specifications, or Needs/System requirements/Software requirements. In addition to the default settings, we added some categories as the example above (fig. 11).

3.7. Setting for Division and Member

To configure divisions and members, click the **Members** tab in the left pane of the main window in RaQuest (fig. 12). The **Members** tree appears and you can set divisions and members in the **Members** tree.

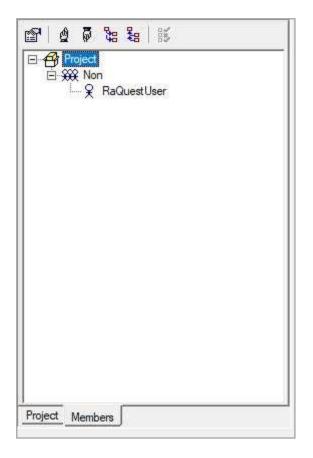


fig. 12

To create new divisions or members, move your mouse to where you would like to create and rightclick to show the context menu. Select **Add Division** or **Add Member** to create them (fig. 13). You can put members under divisions.

*	<u>C</u> hange Name
	<u>A</u> dd Member
***	Add <u>D</u> ivision
Ŷ	Show Assigned <u>R</u> equirements
30	Expand All
	<u>C</u> ollapse All
₫	Move <u>U</u> p
Ş	Move D <u>o</u> wn
×	Delete

fig. 13

In this example, we set divisions and members, as shown in fig. 14. We recommend that you add UserName described in Section 3.1 "Setting for User Name" to the Members Tree for your convenience.



fig. 14

3.8. Setting for User-Defined Attributes

Next, this section describes the setting of User-Defined Attributes. In RaQuest, you can define attributes that are not in the existing attributes. We recommend that you create the required attributes before starting the project.

User-Defined Attributes can be defined in the Project Options' User-Defined Attributes tab (fig. 15).

R Project Options			×
(*) General Features 1 Types Statuses Status a User-Defined Attributes Attributes Name: Urgency High,Middle,Low Attribute Name Urgency	and Initial Va	Enum Boolear Calculat Enum Numeric String	Categories Packages
OK Cancel	AP	ply	Help

fig. 15

To define User-Defined Attributes, set Attribute Name and Type and click the **Save** button. The User-Defined Attributes are available in the **User-Defined Attributes** tab of **Requirements Properties** dialog (fig. 16).

Ξι	Jser-defi	ned Attr	ributes		
	Jrgency				

fig. 16

Now, all the settings of the project are completed.

4. Creation and Management of Requirement Items

The remaining part of this guide describes the actual operations for creating and managing requirement items.

4.1. To Enter Purpose, Range, and Abstract of System

Before creating requirement items, first, enter "Name," "Purpose of System," "Scope of System," and "Summary" into the properties of the root package. These are the bases of requirements managed in this project. Right-click the root package in the tree (the root package is located at the top of the tree) and select **Properties** (fig. 17).

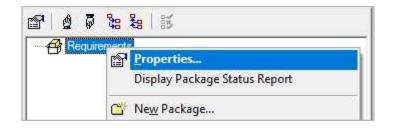


fig. 17

The Root Package Properties dialog appears. Enter the necessary information into the dialog. In this example, we enter them, as shown in fig. 18.

oot Pa	ckage Properties				>
Name	On-line bookstore				
D	Auto I	D Counter:	001		
	Listite	m Name: Loca	Setting]		*
Purpose	e of System				
System	for on-line bookstore				~
					Q
Scope	of System				
Take o	n-line book orders and c	overs all processe	s to the iss	ues of	Å
shippin	g list.				
Summa	ar.				24
	o e user management/inve	entory managemen	t/order.ent	trv/order	
Execut			2002200000	140 TATTO	100
Execut					
Execut					
Execut					~

fig. 18

4.2. To Create Package and Requirement

RaQuest can create the following three items:

- Package

A container for managing multiple requirements together.

- Requirement

An individual requirement.

- Change

A special requirement for an existing requirement that requires to be changed. For instance, when a requirement of a product requires to be updated from version 1.0 to version 1.1, modifying the existing requirement will make its history hard to see. To avoid this, the "Change" requirement is useful. Defining the "Change" to the existing requirement allows you to see the changes made to the requirement.

Before creating a requirement item, create a new package. To create a package, right-click a package where you would like to create the new package (the root package is used here) and select **New Package** (fig. 19). The **Package Properties** dialog appears. Enter the Name, Summary, and so on into the dialog. In this example, we enter them, as shown in fig. 20.

9 0 P	<mark>‱‱</mark> 8a 15	
- 🔗 On-line	e bookstore	
	Properties	
	Display Package Status Report	
	🕂 Ne <u>w</u> Package	7
	New Requirement	

fig. 19

ackage Properti	es		>
Name: Needs			
D	🔽 🔽 Auto ID Cou	inter:	001
	ListItem Name:	[Inheritance]	<u>+</u>
Summary	Category:	Need	-
Requirements on	business side		~
		OK 1	Ŷ

fig. 20

Next, in this example, we create some more packages, as shown in fig. 21.

27 2	
⊡ 🚰 On-line bookstore	
🛄 Requirements	
Specification	



Then, create a new requirement. Right-click a package (where you would like to create a new requirement) and select **New Need** (fig. 22). The **New Requirement** dialog appears. Enter the necessary information into the dialog. In this manual, we enter them, as shown in fig. 23.

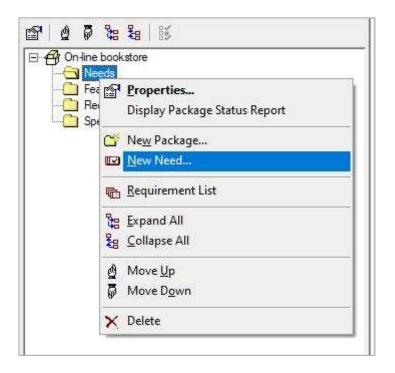


fig. 22

Summary Hi	gher volume - f	aster client accessib	álity.	
Alias 🗍				
00 DI)1	Revision	1	
Version 1.	0	Phase	1.0	
☐ Due Date	8/17/2020	т Туре	Functional	•
Created		Status	Proposed	•
Created by Ich	iiro		Requirement	
Updated			ew Required oved	
Updated by		Approved	by	

fig. 23

You can create other requirements in the same way. In this manual, we create requirements as shown in fig. 24.

On-line	
P D Nee	
40 Di	Higher volume - faster client accessibility.
12 11 1250	Passing on of roles leading to inefficiency and extra costs.
48 B4	View of customer messages directly related to transactions
1	Reduce wasted time sending messages to customers
E-C Fea	tures Relation between orders and email inquires.
10.01.000	Create a secure on-line ordering system.
1. 1. (16)	High Volume Through-put
	Efficient stock control management.
	사실 사람은 것은 것은 것으로 가지 않는 것 같은 것 같은 것 것 같은 것 같은 것 같은 것 같은 것 같은 것
	Functional Requirements
	🔲 Manage User Accounts
T	Add Users
	Remove User
	Secure Access
	🛄 Validate User
ė.	Provide Online Sales
	Process Credit Card Payment
<u> </u>	Manage Inventory
	Receive Books
	List Stock Levels
	Order Books
	Store and Manage Books
	Add Books
	Process Order
	Retrieve Books
	Ship Order
1 1 -	Non-functional Requirements
ALCONTRACTOR	System must be easily extendible
E E E	Other product types options can be added easily.
E 10	System must be able to cope with regular retail sales
10 100	Orders and dispatch information must be kept for seven years.
	Non storage of customer credit card details
	🔲 Data access Speed
	🔲 Retrieval of historic information.
	Access to the secure site must be no longer than 2 sec delay.
	Processed information must be kept secure.
	All transactions must be secure.
	Wherever possible existing security definitions should be used.
	Physical storage locations should be secure.
	🔲 2000 hours mean time between failure.
32 202	Must be recoverable quickly.
30 800	💷 99.999% accuracy.
1	💷 99.999% precision.
Spe	cifications



Once you create a requirement, you can assign a person in charge and add information about related files, URLs, and UML elements and write comments. For details, see the RaQuest Help.

It is also possible to place packages under a requirement. Such packages work as an index to classify the child requirements, and they play a different role from the packages with the standard hierarchical structure. For this reason, this kind of packages cannot be moved.

4.3. Requirements List

You can display a list of created requirements in the right pane of the main window. Select the root package (or a package that has requirements to display) and select the **List** | **Requirements List** (fig. 25). The created requirements are listed (fig. 26).

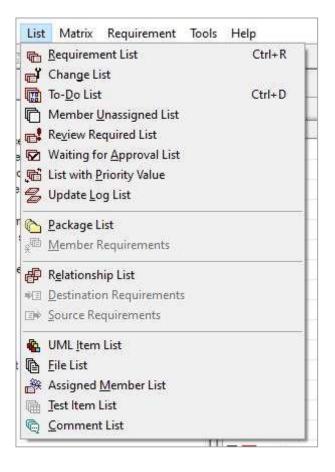


fig. 25

[Local Set	ing] 📃 💌	
Type Summary Priority Status Risk	Difficulty Stability]
Functional Higher volume - faster client accessibility. Medium Approved Medium	Medium Medium	1913
Functional Passing on of roles leading to inefficiency and extra High Proposed Medium	Medium High	
Functional View of customer messages directly related to trans High Proposed Medium	Medium High	
Functional Reduce wasted time sending messages to customers High Proposed Medium	Medium High	
Functional Relation between orders and email inquires. Medium Proposed Medium	Medium Medium	
Functional Create a secure on-line ordering system. Medium Validated Medium	Medium Medium	
Functional High Volume Through-put Medium Validated Medium	Medium Medium	
Functional Efficient stock control management. Medium Validated Medium	Medium Medium	
Functional Manage User Accounts Medium Considering Medium	Medium Medium	
Functional Add Users High Validated Medium	Medium Medium	
Functional Remove User Low Proposed Medium	Medium Medium	
Functional Report on User Account High Proposed Medium	Medium Medium	
Functional Secure Access High Proposed Medium	High High	
Functional Store User Details Medium Proposed Medium	Medium Medium	
Functional Validate User Medium Proposed Medium	Medium Medium	
Functional Provide Online Sales Medium Considering Medium	Medium Medium	
Functional ShoppingBasket Low Proposed Medium	Medium Medium	
Functional Process Credit Card Payment High Proposed Medium	Medium Medium	
Functional Manage Inventory Medium Considering Medium	Medium Medium	
Functional Receive Books Medium Proposed Medium	Medium Medium	
Functional List Stock Levels Medium Proposed Medium	Medium Medium	-
s	Medium Mediu	Im

fig. 26

Click the header of each column to sort the requirements by the header item.

You can use the filter feature to narrow down the requirements to be listed. Select the **Search** | **Filter List**. The **Filter List** dialog appears and then check the items and enter the filtering keywords into the fields. You can display requirements containing or not containing the filtering keywords (fig. 27, fig. 28).

ilter List					×
L ID			Ŧ		Run
and 🔽 Summary	User		-		Run (New Tab)
and 🔽 Detail			7		Add Check
and T Category	[Cancel
and 🔽 Type			*		
and T Status			*	□ Exclude	Exact Match
and 🔲 Updated By	/		*	(and	or
and 🥅 Created By	[~	h a	N. A
and 🗆 KeyWords	Ê		*		
and 🗆 Version	[-	and 🗆	Risk	*
and 🥅 Phase	r	-	and 🗆	Stability [Ψ
and T Priority	[Ŧ	and 🗆	Effort	Ŧ
and 🔲 Difficulty	[~	and 🗆	Review Req	True 💌
and 🔲 User Attr.	Urgency	<u> </u>			
and 🗂 Lock	Locked	*	and \Box	Check Box	Checked 💌
and Date			- Opt	tions	
• Created	C Updated	C Due		Ignore Case	
☐ before	8/19/2020	*		Match whole	
∏ after	8/19/2020	~	100	Search Subp	aunayes

fig. 27

	Туре	Summary	Priority	Status	Risk	Difficulty	Stability
🗆 💷 R001	Functional	Manage User Accounts	Medium	Considering	Medium	Medium	Medium
🗆 🛄 DR001	Functional	Add Users	High	Validated	Medium	Medium	Medium
🗆 🛄 DR002	Functional	Remove User	Low	Proposed	Medium	Medium	Medium
🗆 🔲 DR003	Functional	Report on User Account	High	Proposed	Medium	Medium	Medium
🗆 🛄 DR005	Functional	Store User Details	Medium	Proposed	Medium	Medium	Medium
🗆 🛄 DR006	Functional	Validate User	Medium	Proposed	Medium	Medium	Medium

fig. 28

By using these features, you can easily check a lot of requirements. Furthermore, "Reviewed" or "Approved" requirements and expired requirements are displayed in different colors so that it helps the effective management (fig. 29).

					[Local Set	ting]	•	>
	Туре	Summary	Priority	Status	Risk	Difficulty	Stability	1
🗆 🔛 N001	Functional	Higher volume - faster client accessibility.	Medium	Approved	Medium	Medium	Medium)
🗆 🔝 N002	Functional	Passing on of roles leading to inefficiency and extra	High	Proposed	Medium	Medium	High	
🗆 🔛 N003	Functional	View of customer messages directly related to trans	High	Proposed	Medium	Medium	High	
🗆 🔛 N004	Functional	Reduce wasted time sending messages to customers	High	Proposed	Medium	Medium	High	
🗆 💷 F001	Functional	Relation between orders and email inquires.	Medium	Proposed	Medium	Medium	Medium	
🗖 🛄 F002	Functional	Create a secure on-line ordering system.	Medium	Validated	Medium	Medium	Medium	
🗆 🎟 F003	Functional	High Volume Through-put	Medium	Validated	Medium	Medium	Medium	
🗆 💷 F004	Functional	Efficient stock control management.	Medium	Validated	Medium	Medium	Medium	
🗆 🛄 R001	Functional	Manage User Accounts	Medium	Considering	Medium	Medium	Medium	
🗆 🛄 DR001	Functional	Add Users	High	Validated	Medium	Medium	Medium	1
🗆 🛄 DR002	Functional	Remove User	Low	Proposed	Medium	Medium	Medium	
🗆 🛄 DR003	Functional	Report on User Account	High	Proposed	Medium	Medium	Medium	
🗆 🛄 DR004	Functional	Secure Access	High	Proposed	Medium	High	High	
🗆 🛄 DR005	Functional	Store User Details	Medium	Proposed	Medium	Medium	Medium	
🗆 🛄 DR006	Functional	Validate User	Medium	Proposed	Medium	Medium	Medium	
🗆 🛄 R002	Functional	Provide Online Sales	Medium	Considering	Medium	Medium	Medium	
🗆 🛄 DR007	Functional	ShoppingBasket	Low	Proposed	Medium	Medium	Medium	
🗆 🛄 DR008	Functional	Process Credit Card Payment	High	Proposed	Medium	Medium	Medium	
🗆 🛄 R003	Functional	Manage Inventory	Medium	Considering	Medium	Medium	Medium	
🗆 🛄 DR009	Functional	Receive Books	Medium	Proposed	Medium	Medium	Medium	
🗆 🛄 DR010	Functional	List Stock Levels	Medium	Proposed	Medium	Medium	Medium	
All Requirements			• • • •		• •		•• •	-

fig. 29

5. To Import the Existing Requirements Information

In this section, we will explain the following two methods to import the information of existing requirements managed by external tools like spreadsheet programs and others.

- CSV importing function
- Word Add-in

5.1. CSV Import

To import requirement information from external tools like spreadsheet programs and others, the data has to be converted to CSV files. Export the data to a CSV file with each tool and then import it to RaQuest by the following steps.

First, select a package in the tree to store the imported requirements. And then, select the **File** | **Import** | **CSV** (fig. 30).

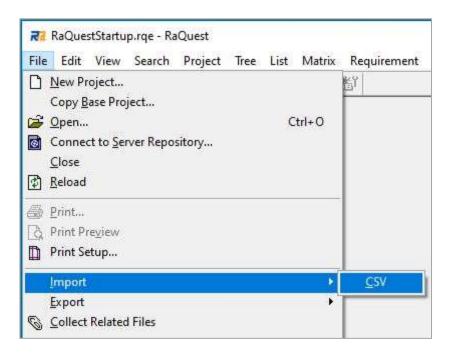


fig. 30

On the List Import/Export dialog, press the Edit/New button (fig. 31).

ab Name: Specification C List Items C	Format: CSV Spec Edit/New
🔽 Output DATE and	
Action • Import C Export	Update Identify Item
ename: ogress:	



Then, on the **CSV/Excel Import/Export File Specification** dialog, use the **Add Field** and **Up/Down** buttons to define a file format to import the CSV file. In this manual, we use the following CSV file format for the setting (fig. 32).

(ID), (Summary), (Status)

Specification Name: SampleCSVFormat Delimiter: , Note: Default Filename: Default Direction: Import Default Update Identify Item: None Available Fields Phase Date Due Category Icon (Export Only) Category Type Lock Review Required Approved Reviewed Anonnwed hv File Fields Up Down Add Field Bemove ID Summary Status		Excel Import/Expo
Default Filename:	SVFormat Delimiter:	cification Name:
Default Direction: Import Default Update Identify Item: None Available Fields Phase Date Due Category Icon (Export Only) Category Type Lock Review Required Approved Reviewed Anornwed hv Relie Fields Up Down Add Field Remove ID Summary		e 🗌
Default Direction: Import Default Update Identify Item: None wailable Fields Phase Date Due Category Icon (Export Only) Category Type Lock Review Required Approved Reviewed Anoroved hv ile Fields UpAdd Field Remove ID Summary		
wailable Fields Phase Date Due Category Icon (Export Only) Category Type Lock Review Required Approved Reviewed Approved lile Fields Up Dowr Add Field Remove ID Summary		ult Filename:
Phase Date Due Category Icon (Export Only) Category Type Lock Review Required Approved Reviewed Approved hy ile Fields	Default Update Identify Item: None	ult Direction:
Date Due Category Icon (Export Only) Category Type Lock Review Required Approved Reviewed Approved by lile Fields Up Down Add Field <u>Remove</u> D Summary	Sector Alexandre	lable Fields
Category Icon (Export Only) Category Type Lock Review Required Approved Reviewed Approved by lie Fields Up Dowr Add Field <u>Remove</u> D Summary		ise
Category Type Lock Review Required Approved Reviewed Approved by le Fields <u>Up Down Add Field Bemove</u> D Summary		
Type Lock Review Required Approved Reviewed Approved by lile Fields <u>Up Down Add Field Remove</u> ID Summary		egory icon (Export)
Review Required Approved Reviewed Approved by Alle Fields <u>Up Dowr Add Field Bemove</u> ID Summary		e
Approved Reviewed Approved by ille Fields <u>Up Dowr</u> <u>Add Field</u> <u>Remove</u> ID Summary		
Approved by ile Fields <u>Up Dowr Add Field Bemove</u> ID Summary		proved
ile Fields Up Dowr Add Field Bemove ID Summary		
ID Summary		mved by
Summary	Up Dowr Add Field B	Fields
		on excerning
Status		
		us
New Save Save As Delete Clos		

fig. 32

Name and save the setting. (In this manual, we name it SampleCSVFormat.)

On the **List Import/Export** dialog, select the created CSV format from the combo box of setting. Specify the CSV file, and then press the **Run** button. The data in the CSV file is imported as requirements into the specified package.

If the ID or GUID of requirement in the CSV file already exists in the project, it can be overwritten by changing the setting of **Update Identify Item** on the **List Import/Export** dialog. Also, you can synchronize the data even if the CSV file is edited outside of RaQuest. In order to synchronize the data, you need to include ID or GUID information in the CSV file when exporting; CSV/Excel Export will be explained in section 9.2.

5.2. Word Add-in

When Word Add-in is registered at the installation, right-click menu of the high-lighted texts has **Register to RaQuest**. If both Microsoft Word and RaQuest are running, this menu registers the high-lighted texts as a requirement of the project currently opens in RaQuest.

For details, please see the RaQuest Help.

6. To Assign Member and Make Relationship to Requirement 6.1. To Assign Member to Requirement

You can assign members to requirements. The member assigned here can be a person who reviews the requirement or a person who is in charge of the requirement until it is approved.

The following is the simplest way to assign members to requirements. First, display the **Requirements** list explained in Section 4.3 and select the **Members** tab at the left pane of the main window to display the **Members** tree. Drag and drop a requirement to a member in the **Members** tree (fig. 33).

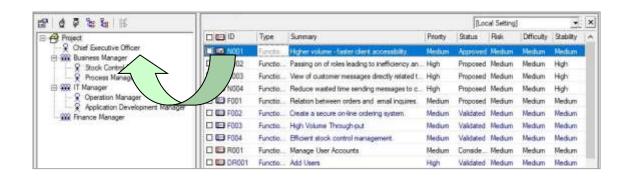


fig. 33

The member has been assigned successfully when the message is displayed on the status bar, as shown in fig. 34.

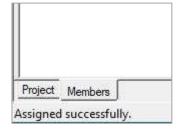


fig. 34

Drag and drop a member to a requirement works as well. Use whichever you like depending on the situation.

You can check the assigned members of the requirements from the **Properties** dialog of each requirement. Select the **Members** tab to check it (fig. 35).

Member Chief Executi	ive Officer 💌	Start Date	e 10/13/	2010 💌	
Role Project Mana	iger 💌	End Date	10/13/	2010 💌	
Complete % 0 Exp	ected 0 Al	llocated	0 Expen	ded 0	
				S	
Description					
Description					~
Description					~
Description					Ŷ
			New	Update	Delete
Description Assigned Members Assigned member	Role		New	Update	Ŷ
Assigned Members		anager	New	Update	Ŷ
Assigned Members Assigned member		anager	New	Update	Ŷ



You can assign members also in this dialog. Use this dialog when you would like to modify or delete the assigned members. To customize the roles, run Enterprise Architect from **Tools** | **run Enterprise Architect**. Then, in Enterprise Architect, select the **Configure Ribbon** | **Reference Data** | **Model Types** | **People**. The **People** dialog shows up. You can customize the roles in the **Project Roles** tab. Change them as you need.

You can list the requirements on an individual assigned member basis. Select a member in the **Members** tree at the left pane of the main window, and select the **List** | **Member Requirements**. You can view all requirements of the member in a list at the right pane of the main window (fig. 36, fig. 37).

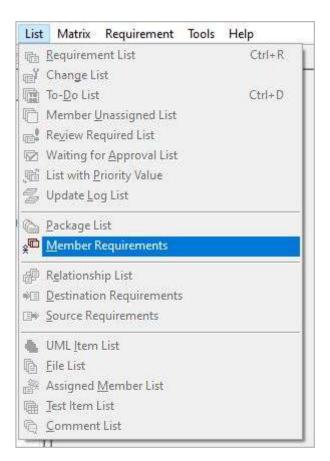


fig. 36

	Туре	Summary	Priority	Status	Risk	Difficulty	Stability
🗖 💷 N001	Functiona	Higher volume - faster client accessibility.	Medium	Approved	Medium	Medium	Medium

fig. 37

6.2. To Make a Relationship between Requirements

Relationships between the requirements can be defined when needed. "Relationship" here means that the contents of requirements A and B are closely-related so that any changes made to requirement A likely influence requirement B. Many of the relationships are created between requirements contained in different packages immediately below the root package (fig. 21). With RaQuest, you can manage such relationships.

With drag-and-drop, you can easily make a relationship between requirements. Within the Requirement list of the right pane, you can drag a requirement and drop it to another requirement. Also, you can drag a requirement from the **Project** tree and drop it to another requirement in the **Requirement** list. Note that you have to drag a requirement (destination requirement, B in the above example), which will be influenced, and drop it to an influential requirement (source requirement, A in the above example). The result will be displayed on the status bar (fig. 38).

<		
Project	Members	
and the second data and the	hip created successf	ully.



There are three ways to check the relationships between requirements; Relationship Map, Relationship List, and Matrix.

Right-click a requirement and select the **Show Relationship Map**, which shows the relationships between the selected requirement and its related requirements (fig. 39).

	Туре	Summary		Priority	Status	Risk	Difficulty	Stability	-	
🗌 🔛 N001	Functi	Higher volume -	facto	e client eccessibil		Approv	Madium	Medium	Medium	
🗆 🔝 N002	Functi	Passing on of ro					Medium	High		
🗆 🔝 N003	Functi	View of custom					Medium	High		
🗆 ⊡ N004	Functi	Reduce wasted	1.11.1.1					Medium	High	5
🗆 💷 F001	Functi	Relation betwee	\$	Locate in Project <u>T</u> ree			Medium	Medium		
🗆 💷 F002	Functi	Create a secure	C	Ne <u>w</u> Package			Medium	Medium		
🗆 💷 F003	Functi	High Volume Th		New Requirement		Medium	Medium			
🗆 💷 F004	Functi	Efficient stock o	省	New Change			Medium	Medium		
🗆 🛄 R001	Functi	Manage User A	AB				Medium	Medium		
🗆 🛄 DR001	Functi	Add Users	Find <u>Filter List</u>					Medium	Medium	1
🗆 💷 DR002	Functi	Remove User						Medium	Medium	
🗆 🔲 DR003	Functi	Report on User	Destination Requirements			Medium	Medium			
🗆 🛄 DR004	Functi	Secure Access	Source Requirements			High	High			
🗆 🔲 DR005	Functi	Store User Deta	品 Show Relationship <u>M</u> ap				Medium		Medium	
🗆 🛄 DR006	Functi	Validate User	Delete Relationship					Medium	Medium	
🗆 🔲 R002	Functi	Provide Online					Medium	Medium		
🗆 🛄 DR007	Functi	ShoppingBaske					Medium	Medium		
🗆 🛄 DR008	Functi	Process Credit Card Payment High Propos Medium				Medium	Medium			
🗆 🛄 R003	Functi					Medium	Medium			

fig. 39

The diagram appears, as shown in fig. 40. The requirement you selected is shown in red.

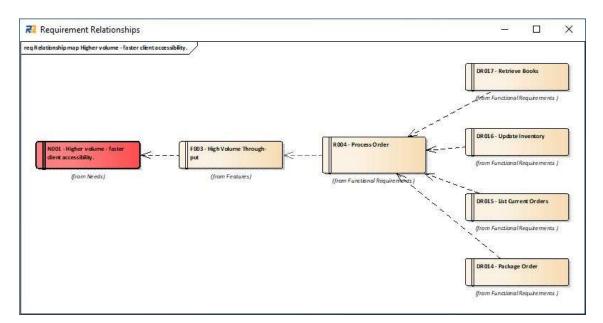


fig. 40

Each individual arrow on the diagram indicates the direction of dependency. In fig. 40, the left requirement is dependent on the right requirement. Note that the direction of dependency is in the reverse direction from the direction of effect.

Right-click the requirement and select **Destination Requirements** or **Source Requirements** to list the relationships. "**Destination Requirements**" means requirements that are affected by the currently selected requirement. For the previous example, selecting requirement A and showing the Destination Requirements list, it includes requirement B (fig. 41). On the other hand, "**Source Requirements**" means requirements that affect the currently selected requirement.

	Туре	Summary	Priority	Status	Risk	Difficulty	Stability
🗆 💷 F003	Functio	High Volume Through-put	Medium	Validated	Medium	Medium	Medium
🗆 🔲 R004	Functio	Process Order	Medium	Conside	Medium	Medium	Medium
🗆 🛄 DR014	Functio	Package Order	Medium	Proposed	Medium	Medium	Medium
🗆 🔲 DR015	Functio	List Current Orders	Medium	Proposed	Medium	Medium	Medium
🗆 🛄 DR016	Functio	Update Inventory	Medium	Proposed	Medium	Medium	Medium
🗆 🔳 DR017	Functio	Retrieve Books	Medium	Proposed	Medium	Medium	Medium

fig. 41

When you delete the relationship, right-click the requirement and select **Delete Relationship** from the context menu (fig. 42).

	Туре	Summary			Priority	Status	Risk	Difficulty	Stability
🗌 💷 F003	Functi	High Volume Through-put	-		here -	16-04-4	Medium	Medlue	Medium
🗆 🛄 R004	Functi	Process Order	P						edium
🗆 💷 DR014	Functi	Package Order	ND.		10	ment Ca	tegory		edium
🗆 💷 DR015	Functi	List Current Orders		Approv		. +			edium
🗆 💷 DR016	Functi	Update Inventory	æ	Locate	n Projec	t Iree			edium
🗖 🔲 DR017	Functi	Retrieve Books	び ぎ の	New Ch Find	quireme lange	nt			edium
				<u>Filter Li</u> <u>D</u> estina <u>S</u> ource Show R	tion Req Requirer		s		_
				Delete I Delete	Relations	hîp			

fig. 42

To display matrix, select the **Matrix** | **Requirement Matrix**. At first, the relationships between all requirements are displayed (fig. 43). You can narrow down the target packages by specifying the packages as necessary. Setting and editing the relationships are possible by left double-clicking the matrix or from the context menu displayed by right-clicking the matrix. Not only relationships between requirements, but also you can display requirements and members, requirements and Use Cases, and requirements and UML items in Matrix. To check "missing items," it is effective to use the "color unrelated" option.

Trend																						
Target Requirement		- 5	1	F 1	color	unre	lated			Up	diete											
			Fit	-		ar	13.5		1	Экро	t CS	v										
Requirement -			-	Γ.	color	unrei	lated	1	-	Expo	t RT	F										
		1	Fit	er	Cł	ar			1													
1		_	_	_	_	_	_	_	-	Q	ose											
		N001 Higher volume - faster client accessibility.	N002 Passing on of roles leading to inefficiency a	N003 View of customer messages directly related	N004 Reduce wasted time sending messages to c	F001 Relation between orders and email inquires	F002 Create a secure on-line ordering system.	F003 High Volume Through-put	F004 Efficient stock control management.	R001 Manage User Accounts	DR001 Add Users	DR002 Remove User	DR003 Report on User Account	DR004 Secure Access	DR005 Store User Details	DR006 Validate User	R002 Provide Online Sales	DR007 ShoppingBasket	DR008 Process Credit Card Payment	R003 Manage Inventory	DR009 Receive Books	
N001 Higher volume - fz	ester client accessibility							4														
content of a surface of a state o	s leading to inefficiency and									1												
	messages directly related to																					ř.
	me sending messages to cu																					
F001 Relation between	orders and email inquires.																					
F002 Create a secure or	n-line ordering system.									41							41					
F003 High Volume Thro	ugh-put	t																				
F004 Efficient stock con	trol management.																	-		44		
R001 Manage User Acc	counts						t				4	41	٤	4	4	4						
DR001 Add Users										1					#			-				
DR002 Remove User										1					4							
DR003 Report on User	Account									t					4							
DR004 Secure Access										t						4						
DR005 Store User Deta	is .									t	2	t	t									
DR006 Validate User										t				t								
R002 Provide Online Sa	les						t											41	4			
DR007 ShoppingBaske	t:																t					



As described so far, you can define relationships between requirements and check them in diagrams, lists, and matrix diagrams. These relationship definitions are also used for checking the impact of a status change as described in Section 7.4.

7. Requirement Status Management

This section describes how to manage requirement status.

7.1. To Change Requirement Status

As described before, each requirement has its own status. You can manage requirements by the status transition. To change the status, the **Properties** dialog of the requirement is used.

Double-click a requirement in the **Requirements** list or **Project** tree, or right-click the requirement and select **Properties**. The **Properties** dialog appears, as shown in fig. 44. You can change the status in this dialog.

Summary	View of customer messag	ges directly re	lated to transaction	IS
Alias	ſ			
ID	N003	Revision	3	
Version	1.0	Phase	1.0	
□ Due D	ate 8/19/2020 -	Туре	Functional	•
Created	10/5/2010 5:35:10 PM	Status	Proposed	•
Created by	raquest	☐ Lock	Considering	
Updated	4/12/2012 6:01:17 PM	. F Revie	WValidated Approved VDuplicate	
Updated b	ny ssj	Approved b		

fig. 44

After changing the status, click the **OK** button to save and reflect the value.

7.2. Status Change to "Reviewed"

"Reviewed" and "Approved" status are special status for RaQuest, so they need special steps when you change the requirement status to "Reviewed" or "Approved."

First, let's look at "Reviewed" status. You can change the requirement status to "Reviewed" according to the procedure described in Section 7.1. After you click the **OK** button, the following message appears (fig. 45).

Alias	ſ		
D	N003	Revision	3
Version	1.0	Phase	1.0
Due D	Date 8/19/2020 -	Туре	Functional
Created	10/5/2010 5:35:10 PM	Status	Validated
RaQuest			0
		and the second	ement will be locked. Are



If you click the **Yes** button, the requirement is locked and you cannot modify it. When you need to modify the locked requirement, uncheck the **Lock Requirement** checkbox in the **Properties** dialog. When you uncheck the checkbox, the following confirmation message appears, as shown in fig. 46.

Alias		o	
ID	N003	Revision	4
Version	1.0	Phase	1.0
🗖 Due D	late 8/19/2020 -	Туре	Functional
Created	10/5/2010 5:35:10 PM	Status	Validated 🚽
Created by	y raquest	E Lock	Requirement
	If you unlock this req "Initial Status",	ements will	s status will be changed to be changed to "Review



If you click the **Yes** button here, the requirement status is changed to the "Initial" status automatically. In this example, status "Proposed" is defined as the initial status, so the requirement status gets back to "Proposed." At the same time, the statuses of all related requirements are also changed automatically (the details are described in Section 7.4).

7.3. Status Change to "Approved"

Changing the status to "Approved," the final stage of status transition, needs to follow the different steps. You have to use the approval function to change the status to "Approved."

To approve, select a requirement, and then select the Requirement | Approval (fig. 47).

Requir	rement	Tools	Help	
Ed	lit Check	ed Req	uirements Attributes	
Cł	hange Cl	necked	Requirements Categories	
De	elete Che	cked R	equirements	
😭 Pr	operties.			
Cł	<u>n</u> ange Re	quirem	ent Category	
Ne Ne	e <u>w</u> Packa	ige		Ctrl+P
Ne	ew Requ	irement	l .	۲
酱Y Ne	ew Chan	ge		
No Ne	ew <u>C</u> om	ment		
🛩 🔺	oproval			
t₽ Se	t C <u>o</u> nstr	aints be	twe <mark>en Requirements</mark>	
智 Se	t Re <u>l</u> atio	nships l	between Requirements	
品 Sh	iow Rela	tionship	o <u>M</u> ap	Ctrl+M

fig. 47

The following dialog appears, as shown in fig. 48. In this dialog, the summary and details of the requirement are described. You can decide whether to approve it based on the information (fig. 48).

Approval				
ID	F002			
Summary	Create	a secure on-line ord	ering system.	
Detail	The or	rdering system must l	be secure	~
		t fraudulent transact		~
Approve th	agains	t fraudulent transact		~
Approve th	agains nis Req	t fraudulent transact		~

fig. 48

The approved requirement remains to be locked. When you try to modify the locked requirement, the confirmation message, the same one which appears when unlocking the "Reviewed" requirement,

appears.

7.4. Effect of Status Change

When you unlock a requirement with "Reviewed" or "Approved" status, RaQuest considers its fixed contents need to be changed. In this situation, the related requirements will be changed as follows:

- unlocked.
- the status "Reviewed" or "Approved" will go back to "Initial."
- "Review Required" will be checked.

"Review Required" status can be modified in the Properties dialog of the requirement (fig. 49).

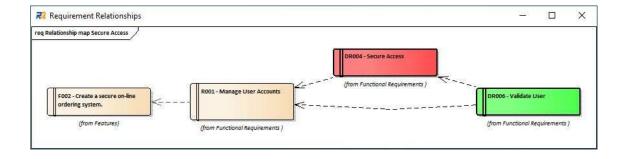
ID	DR006	Revision	4	1
Version	1.0	Phase	1.0	
	ate 8/21/2020 -	Туре	Functional	
Created	10/6/2010 3:06:39 PM	Status	Proposed 🔹	
Created by	raquest		Requirement	
Updated	8/21/2020 10:03:02 AM	Construction of the	ew Required	
Updated b	y Ichiro	Approved I		-

fig. 49

When **Review Required** is checked, it means that the requirement was affected by the changes in

the other requirements. Unchecking the Review Required means the review is finished. However, we do not recommend unchecking it right after the modification of the source requirement because Review Required means the dependent requirement has been changed. You can check which dependent requirements have been changed on the **Review Requirements** tab. Check the impact of each dependent(source) requirement on the **Review Requirements** tab. Change the contents if needed and click **Reviewed** to empty the **Source Requirement List for Review**, and then uncheck the **Review Required** checkbox.

The requirements with "Review Required" status are displayed in green in the **Requirements** list. They are also in green in the diagram displayed by the **Show Relationship Map** feature, as shown in fig. 50.





When you modify a locked requirement, it is a difficult task to review all the destination requirements without missing out. The "Review Required" status is useful to check requirements affected by the change without missing out. In this way, even if you change requirements, RaQuest can support you in not forgetting to review all affected requirements.

8. Variation of Requirements Display

Not only the tree and the list as described in section 4, but also RaQuest can display requirements in various forms by the following features:

- 1. Custom tree
- 2. Customizable list fields
- 3. Matrix
- 4. Always Display Requirement option
- 5. Display Attributes by List Form option

For the details of these features, see the RaQuest Feature Guide or the RaQuest Help. The following fig. 51 is a sample window of when the **Always Display Requirement** option is checked and fig. 52 is a sample window of when the **Display Attributes by List Form** option is checked.

ile Edit View Search Project Tree	List Matrix	Requireme	ent Tools Help					9 <u>99)</u>		×
≥ d d d Q D ♦ Q e :										
2 4 7 2 2 2 3						[Local	Setting]		-	×
⊡ 🚭 On-line bookstore		Туре	Summary		Priority	Status	Risk	Difficulty	Stability	1
	🗖 💵 N001	Functi	Higher volume - faster	client accessibility.	Medium	Approv	Medium	Medium	Medium	
Higher volume - faster client ac	🗆 💷 N002	Functi	Passing on of roles lea	ding to inefficienc	High	Propos	Medium	Medium	High	
···· III View of customer messages dir	🗆 🖾 N003	Functi	View of customer mes	sages directly rela	High	Propos	Medium	Medium	High	
Reduce wasted time sending n	🗆 🖾 N004	Functi	Reduce wasted time s	ending messages	High	Propos	Medium	Medium	High	
□ □ Features □ □ □ Relation between orders and ε	🗆 💷 F001	Functi 1	Relation between orde	rs and email inqu	Medium	Propos	Medium	Medium	Medium	
Create a secure on-line ordering	🗆 💷 F002	Functi	Create a secure on-lin	e ordering system.	Medium	Validat	Medium	Medium	Medium	
🔲 🖽 High Volume Through-put	🗆 🕮 F003	Functi	High Volume Through	put	Medium	Validat	Medium	Medium	Medium	
Efficient stock control manager	🗆 💷 F004	Functi	Efficient stock control	management.	Medium	Validat	Medium	Medium	Medium	1
Requirements Enctional Requirements	All Requireme	ents [_
ShoppingBasket Process Credit Card Pa Manage Inventory Beceive Books Uist Stock Levels Order Books			Contract Client access		Items [Files	♀ Memi	bers 🏢	Test Ite_	-
Good Books Good Books Good Books	ID	N001	Revision	3						
Process Order	Version	1.0	Phase	1.0						
🖅 Package Order 🖽 List Current Orders	Version	· · · · · · · · · · · · · · · · · · ·		1.0 Functional	×					
Package Order Dist Current Orders Dist Current Orders Dist Current Orders Dipdate Inventory Distrieve Books	T Due Dat	· · · · · · · · · · · · · · · · · · ·	20 <u> </u>		<u>+</u>					
Package Order Eist Current Orders Update Inventory Retrieve Books Ship Order	Created	e 8/21/202 10/5/2010 5:3	20 <u> </u>	Functional						
Package Order Eist Current Orders Update Inventory Retrieve Books Ship Order	Created Created	e 8/21/202 10/5/2010 5:3	20 <u>v</u> Type 33:24 PM Status	Functional Approved k Requirement view Required	<u></u>					
Package Order List Current Orders Dydate Inventory Retrieve Books Ship Order Non-functional Requirements Specifications	Created Created	e 8/21/202 10/5/2010 5:3 raquest 4/12/2012 6:0	20 <u> </u>	Functional Approved k Requirement view Required	<u>*</u>					
Package Order Uist Current Orders Uist Current Orders Uist Current Orders Didate Inventory Retrieve Books Ship Order Non-functional Requirements	Created Created Created by Updated	e 8/21/202 10/5/2010 5:3 raquest 4/12/2012 6:0	20 <u> </u>	Functional Approved k Requirement riew Required proved	*					

fig. 51

		tes 🖳 UML Items 📔 Files 🛛 🞗 Members	-
Ξ	Attributes		
	ID	R002	
	Revision	3	
	Version	1.0	
	Phase	1.0	
Ξ	Date Due		
	Date Due	8/21/2020	
	Туре	Functional	
	Status	Considering	
	Lock		
	Review Required		
	Approved	False	
	Reviewed	False	- 4



9. Output of Requirements

This last section describes how to output requirements. Basically, generated requirements can be managed in RaQuest, but you may be required to output the requirements for consideration or documentation.

RaQuest can output requirements by the following two ways.

9.1. Print Requirements

All lists in the right pane of the main window can be printed out. Not only the **Requirement** list but also any lists such as the **Member Requirements list** or the **To-Do** list are able to be printed out.

To print out a **Requirements** list, select the tab to display the list and then select the **File | Print** (fig. 53).

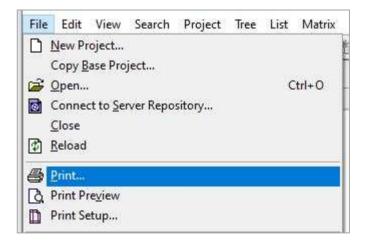


fig. 53

9.2. Export Documents

RaQuest can export requirements in the following file formats.

-HTML -RTF -CSV -Microsoft Excel

For details, see the RaQuest Help.

These output features expand the effective utilization of requirements.