

Requirements Traceability Matrix

BAHub — BusinessAnalysis.hopto.org

Format: Excel Spreadsheet (.xlsx) | [Preview](#)

Columns / Sheets Included:

- Requirement ID | Description | Priority (High/Med/Low)
- Source Stakeholder | Business Objective Reference
- Design Element / Component
- Test Case Reference
- Implementation Status (Not Started / In Progress / Complete / Verified)
- Conditional formatting: gaps highlighted red
- GUIDANCE sheet: column explanations + gap resolution tips
- 5 pre-filled example rows