Requirements Traceability Matrix (RTM) Template

for

XYZ Clinic Appointment System

VERSION 1.0

Prepared for

4/05/2025

Prepared by

Blueage Marketing Team

1. Document Control

Version	Date	Author	Description
1.0	08/05/2025	*[your name]*	Initial Draft

2. Purpose

The purpose of the RTM is to ensure that all business and functional requirements defined for the XYZ Clinic Online Appointment System are tested and fully implemented.

3. Project Overview

- **Project Name:** XYZ Clinic Online Appointment System
- **Business Analyst:** *[Your Name]*
- **Project Manager:** Ayo Bayo

4. Requirements Traceability Matrix Table

Req. ID	Requirement Description	Source Document	Functional Spec ID	Design Reference	Test Case ID	Status	Comments
BR-001	Users must be able to book appointments online	BRD v1.0	FR-003	UI-Design-001	TC-001	Complete	Verified in Sprint 2
BR-002	Confirmation emails must be sent after booking	BRD v1.0	FR-004	EmailSpec-002	TC-002	Complete	Confirmed with SMTP logs
BR-003	Admin can view and cancel bookings in dashboard	BRD v1.0	FR-005	Admin-UI-Design	TC-004	In Progress	Function under testing
BR-004	The system must send SMS reminders 24h before visit	BRD v1.0	FR-006	Notification-API	TC-005	Pending	Awaiting Twilio integration

5. Status Legend

- **Complete** – Requirement fully implemented and verified
- **In Progress** – Development or testing underway
- **Pending** – Not yet started or waiting on dependencies

- **Deferred** – Pushed to a later phase

6. Summary

This RTM provides a full map of each requirement to its corresponding design, development, and test documentation. It will be updated throughout the project lifecycle to ensure traceability and accountability.