**Requirements Validation & Sign-Off Documentation**

**Purpose:** To confirm that all documented requirements have been reviewed and accepted by relevant stakeholders, including community reps, donors, field staff, and IT leads.

**Documentation Details:**

* **Requirements Traceability Matrix (RTM):**
  + Connects each user/business/technical requirement to:
    - Design elements
    - Test cases
    - Compliance references
* **Validation Workshops & Reviews:**
  + Sessions with beneficiaries, domain experts, and field staff to ensure cultural relevance, usability, and feasibility
* **Approval Workflow:**
  + Stakeholders (e.g., Ministry of Health, donor PMO, implementing partner) review and formally approve:
    - Business Requirements Document (BRD)
    - Functional and non-functional specs
    - Regulatory & risk mappings
* **Change Log / Version Control:**
  + Track any modifications post-sign-off, with approval trail
* **Formal Sign-Off Sheet:**
  + Document with stakeholder names, titles, signatures, and date
  + Often included as annex in project records or submission package