Criteria	Exceeds Expectations 4 points	Meets expectations 3 points	Marginal 2 points	Fails to meet expectations 1 point	Score
Document content	Document contains all required element or their equivalent • Scope • Context diagram showing boundaries • Monitored and controlled variables (with units) • Constants • Behaviour overview including notation • Diagrams showing functional decomposition • Required behaviour description – keep away from design as much as possible • Rationale where necessary – includes simulation/analysis if you have any	Document contains most required element or their equivalent • Scope • Context diagram showing boundaries • Monitored and controlled variables (with units) • Constants • Behaviour overview including notation • Diagrams showing functional decomposition • Required behaviour description – keep away from design as much as possible • Rationale where necessary – includes simulation/analysis if you have any	Document missing many of the required elements or many elements are clearly deficient without reasonable explanations for deficiencies	Majority of required elements are missing or obviously deficient.	

	• Performance requirements • Normal operation (optional if handled in requirements with undesired event handling) • Undesired event handling (optional if handled in requirements with normal operation) • List of requirements that are likely to change • List of requirements that are not likely to change • References	• Performance requirements • Normal operation (optional if handled in requirements with undesired event handling) • Undesired event handling (optional if handled in requirements with normal operation) • List of requirements that are likely to change • List of requirements that are not likely to change • References			
Document organization	Document is written so that: 1. Terms and acronyms are always defined before first use and there is a list providing full expansion of all acronyms with	Document is written so that: 1. Terms and acronyms are usually defined before use but may be missing list providing full expansion of all	Document is written so that: 1. Terms and acronyms are often undefined before first use. No list providing	1. Terms and acronyms are undefined before first use. 2. Information is often repeated or missing all together.	

	links to where they are defined in the text. 2. Information is defined in only one place (i.e., no redundant information). 3. Each requirement has a unique identifier associated with it to facilitate traceability. 4. Figures and tables are clearly readable and of sufficient resolution	acronyms or list is incomplete and/or missing links to where they are defined in the text. 2. Information is occasionally repeated but redundancy is very limited. 3. Most requirement have some unique identifier associated with it to facilitate traceability. 4. Figures and tables are typically clearly readable and of sufficient resolution.	full expansion of acronyms. 2. Information is often repeated - excessive redundancy. 3. Often requirements do not have some unique identifier associated with it to facilitate traceability. 4. Many figures and tables are generally not clearly readable and are of insufficient resolution.	3. No effort to associate unique identifier with requirements basically making traceability impossible. 4. Figures and tables are not clearly readable and are of insufficient resolution.	
Formatting and style	Document is well formatted with 1. clear headings. 2. appropriate use of formatting (i.e.,	Document is generally well formatted with 1. clear headings. 2. appropriate use of formatting (i.e.,	Document has a number of formatting issues such as 1. unclear headings.	Document has most of the following formatting issues: 1. unclear headings.	

italics, captions etc.) 3. correct grammar and spelling. 4. terms and acronyms defined before use. 5. fully hyperlinked references to facilitate document navigation. 6. document perfectly targeted at appropriate audience of team engineers and other stakeholders and could be used to get new team members quickly up to speed. Provides pointers to key references where applicable Professional quality document.	italics, captions etc.) 3. correct grammar and spelling. 4. terms and acronyms defined before use. 5. most references hyperlinked to facilitate document navigation. 6. document generally appropriately targetted at audience of team engineers and other stakeholders Nearing professional quality. Good student quality.	2. some inappropriate use of formatting (i.e., italics, captions etc.) 3. a number of grammatical errors and spelling mistakes. 4. terms and acronyms not defined before use. 5. limited reference hyperlinking making navigation difficult 6. document not generally appropriate to one or more of the targeted at audience of team engineers and other stakeholders	2. some inappropriate use of formatting (i.e., italics, captions etc.) 3. a number of grammatical errors and spelling mistakes. 4. terms and acronyms not defined before use. 5. limited reference hyperlinking making navigation difficult 6. document not generally appropriate to one or more of the targeted at audience of team engineers and other stakeholders

			Clearly a student document produced in a rush.	Clearly a student document with little effort put in.	
Notations and Conventions	All notations and terms are precisely defined. All figures have legends as needed and/or notation section clearly defines all graphical notations used. Conventions used in the document are described and followed consistently.	Most notations and terms are precisely defined. Most figures have legends when needed and/or most graphical notations defined. Conventions used in the document are mostly described and generally followed with occasional lapses.	Some notations and terms are precisely defined, others are not. Ambiguous figures that are often difficult to interpret. Conventions partially defined and only occasionally followed or often.	Little to no effort to define notations and terms or are incorrectly defined. Missing figures or figures that are confusing and do not help in understanding the system. Conventions not defined and/or not followed.	
System context & System Boundaries	Document makes clear system and subsystems boundaries Provides a means of determining a detailed review of part of the requirements from subset of inputs to to subset of outputs.	Document defines system boundaries possibly with some minor ambiguities. Provides a means of determining a detailed review of part of the requirements from subset of inputs to to subset of outputs.	Document attempts to define system boundaries but has serious ambiguities. Determining a detailed review of part of the requirements from subset of inputs to subset of outputs is difficult but can at least be partially completed.	No clear system boundaries defined. Detailed review of part of the requirements from subset of inputs to subset of outputs is impossible in a reasonable amount of time. Inappropriate us of notations in many places or no effort at	

			Inconsistent use of appropriate notations.	using appropriate notations.	
What not how	Requirements are "black box" and free from design. Where design decisions have been made, the rationale for these design decisions is given and makes sense in the context of the project.	Requirements are mostly free from design choices and usually where they have been made the rationale for these design decisions is given and makes sense in the context of the project.	Requirements have design choices without appropriate rationale for these design decisions.	Requirements are often more of a design (the how rather than the what)	
Completeness and Correctness	Requirements are complete and correct. Mathematics used is properly defined and correct. Wording is clear and precise. All requirements are unambiguous and provide domain coverage (say what needs to be done for all possible inputs).	Requirements are relatively complete and generally free from errors. Most uses of mathematics is properly defined and correct. Wording is usually clear and precise with infrequent lapses. Most requirements are unambiguous and provide domain coverage (say what needs to be done for all possible inputs).	Requirements are incomplete and/or contain numerous errors. No uses of mathematics where it might be appropriate and/or mathematics is often incorrect. Wording is often confusing, ambiguous and imprecise. Most requirements contain ambiguities and clearly do not provide domain	Requirements are obviously incomplete and little evidence of effort to capture them. No attempt to use mathematics when it might be appropriate and/or mathematics almost always contains obvious errors. Wording is lacking, confused, ambiguous and imprecise. Requirements contain obvious ambiguities and do not provide domain	

			coverage (missing inputs/scenarios).	coverage (missing inputs/scenarios) or it is impossible to make this determination due to lack of clarity.	
Precise, unambiguous requirements	Requirements are precise and unambiguous and make consistent use of appropriate notations.	Requirements are generally precise and unambiguous with some occasional lapses and typically make consistent use of appropriate notations.	Many requirements are imprecise and/or ambiguous.	Majority of requirements are ambiguous, missing important details and effectively not useful.	
Rationale	Detailed rationale provided for all requirements that are not obvious. (ie. justification of non-obvious functional behaviour, performance constraints, etc).	Rationale provided for majority of requirements that need it.	Rationale missing on many important, non-obvious requirements. Lacks appropriate justification of performance requirements.	No rationale provided for majority of requirements. No justification of specifics used in particular requirements - e.g. "The system must sample all inputs at 50kHz." without any explanation for where the 50kHz comes from.	
Likely Changes	Document clearly identifies all foreseeable likely changes to the requirements and provides	Document clearly identifies most foreseeable likely changes to the requirements and typically	Document identifies some foreseeable likely changes to the requirements and	Document fails to identify majority of foreseeable likely changes to the	

description of ways in which the requirements are expected to change and why. Document also identifies requirements that are unlikely to change and provides sound justification for the identification.	provides some description of ways in which the requirements are expected to change and why. Document also properly identifies most requirements that are unlikely to change and provides sound justification for the identification. May be missing 1 or 2 requirements for each of the above.	may provide descriptions of ways in which the requirements are expected to change and why. Document may fail to identify many requirements that are unlikely to change and/or fails to provide sound justification for the identification.	requirements and/or fails to provide descriptions of ways in which the requirements are expected to change and why. Document fails to identify the majority of requirements that are unlikely to change and/or fails to provide sound justification for the identification.	

Final Score:

Feedback: