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	Document contains most required element or their equivalent	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:	Document is written so that:	Document is written so that:	1. Terms and	
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	always defined	acronyms are	acronyms are	use.	
	before first use and	usually defined	often	2. Information	
	there is a list	before use but may	undefined	is often	
	providing full	be missing list	before first	repeated or	
	expansion of all acronyms with	providing full expansion of all	use. No list providing	missing all	
	actonyms with	CAPAIISION OF AN	providing	together.	

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

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.	Clearly a student document produced in a rush. 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.	Clearly a student document with little effort put in. 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	

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.	Inconsistent use of appropriate notations. Requirements have design choices without appropriate rationale for these design decisions.	using appropriate notations. 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	Document clearly	Document clearly	Document identifies	Document fails to	
Changes	identifies all foreseeable	identifies most foreseeable	some foreseeable	identify majority of	
	likely changes to the	likely changes to the	likely changes to the	foreseeable likely	
	requirements and provides	requirements and typically	requirements and	changes to the	

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

Final Score:

Feedback: