Review Checklist for Software Requirements

## Completeness

* Do the requirements address all known customer or system needs?
* Is any needed information missing? If so, is it identified as TBD?
* Have algorithms intrinsic to the functional requirements been defined?
* Are all external hardware, software, and communication interfaces defined?
* Is the expected behavior documented for all anticipated error conditions?
* Do the requirements provide an adequate basis for design and test?
* Is the implementation priority of each requirement included?
* Is each requirement in scope for the project, release, or iteration?

## Correctness

* Do any requirements conflict with or duplicate other requirements?
* Is each requirement written in clear, concise, unambiguous, grammatically correct language?
* Is each requirement verifiable by testing, demonstration, review, or analysis?
* Are any specified error messages clear and meaningful?
* Are all requirements actually requirements, not solutions or design or implementation constraints?
* Are the requirements technically feasible and implementable within known constraints?

## Quality Attributes

* Are all usability, performance, security, and safety objectives properly specified?
* Are other quality attributes documented and quantified, with the acceptable tradeoffs specified?
* Are the time-critical functions identified, and timing criteria specified for them?
* Have internationalization and localization issues been adequately addressed?
* Are all of the quality requirements measurable?

## Organization and Traceability

* Are the requirements organized in a logical and accessible way?
* Are all internal cross-references to other requirements correct?
* Are all requirements written at a consistent and appropriate level of detail?
* Is each requirement uniquely and correctly identified?
* Is each functional requirement traced back to its origin (e.g., system requirement, business rule)?

## Other Issues

* Are any use cases or process flows missing?
* Are any alternative flows, exceptions, or other information missing from use cases?
* Are all of the business rules identified?
* Are there any missing visual models that would provide clarity or completeness?
* Are all necessary report specifications present and complete?