# DOCUMENT REVIEW CHECKLIST

**1. Completeness :**

**[ ] Check that the specification is informative, with a complete description of functionality, requirements, and boundary conditions.**

**2. Consistency :**

**[ ] Make sure that different parts of the specification do not conflict with each other.**

**[ ] Check that definitions, terms, and other elements are consistent.**

**3. Clarity :**

**[ ] Evaluate the clarity of the language used in the specification. Must be easy to understand and read.**

**[ ] Check to see if there are examples, diagrams or illustrations to help clarify the information.**

**4. Accuracy:**

**[ ] Check that the description is accurate and reflects the system's requirements and functionality.**

**[ ] Check for any errors or omissions.**

**5. Testability:**

**[ ] Evaluate whether the specification can be used to build test scenarios.**

**6. Feasibility (Ability to perform):**

**[ ] Evaluate whether the proposed requirements are feasible to implement.**

**7. Compliance:**

**[ ] Check that the specification complies with project and industry standards, rules and regulations.**