**Step 1**

*Read the project requirements, features, user stories, and acceptance criteria.  
  
Start by reading the project requirements document carefully. The document typically says what is to be built, the product features, and any conditions.  
Review the user stories. These are high-level descriptions from the perspective of an end-user that explain how they'll utilize the product. They're usually written in the format: "As a [user type], I want [action or feature] so that [I can achieve a goal]."  
Acceptance criteria are the condition which must be met for each user story to be checked off as done. It is typically written as "Given [some initial condition], when [an event occurs], then [an expected outcome]."  
Ensure that you obtain a clear understanding of what is expected of the project to do in terms of function and behaviour.*

*This provides you with a clear picture of what the project needs to deliver. A proper understanding of the requirements will hold you in good stead during the development process.*

**Step 2**

*Double verify with the development team to ensure all the requirements are being met while developing.*

*Arrange a meeting with the development team (developers, testers, etc.) to go through the recent progress and how the features are being developed.*

*Check if the features being developed align with the requirements and user stories. Check if the work being carried out by the developers is in the right direction.*

*If there are inconsistencies or some of the requirements aren't being fully addressed, bring them to the team so that they can be fixed before proceeding.*

*Use software like a checklist or tracking board (i.e., Jira, Trello) so that development on each feature is being tracked and in accordance with the correct user stories.*

*By cross-checking, you can identify problems early on, so the end result is compatible to the project specifications.*

*Prevents any incomplete requirements or misplaced features.*

**Step 3**

*Document the requirements, ensuring all are within the project scope.*

*Document the requirements and the features clearly, so all the team members know what is to be done.*

*Ensure the documentation is as per the project scope, addressing all the major features, functionality, and non-functional requirements (performance, security, etc.).*

*Ensure the documentation includes the user stories and the acceptance criteria for each feature.*

*This document should be clear and simple to understand, without any doubt, so that anyone who consults it can immediately understand what is needed.*

*Clearly documented requirements will avoid confusion and keep everyone on the same page.*

*It acts as a reference point for the entire team, so they can verify the product with the expectations.*

**Step 4**

*Coordinate with the team to ensure each feature has been tested, and acceptance criteria have been validated.*

*Coordinate with the quality assurance (QA) team or test team to ensure each feature has been tested accurately.  
Check the acceptance criteria for each feature to ensure that they have been tested and validated. The acceptance criteria should be used as the standard for testing.  
If there are any issues found in testing (bugs, performance bottlenecks, etc.), collaborate with the development team to get them fixed.  
Make sure that the features behave as expected by contrasting the test results with the specified acceptance criteria.*

*Testing ensures the product behaves as expected before it is released to the end-users.  
Having the acceptance criteria met ensures the product meets its intended function.*

**Step 5**

*Make sure that the final product is complete and fulfils all project requirements and is ready for delivery.*

*After all development and testing are completed, do a final quality check of the entire product.*

*Check that all features and requirements, as specified in the project scope, have been implemented and tested thoroughly.*

*Make sure there are no outstanding issues (e.g., bugs, incomplete features, missed requirements).*

Collaborate with the project manager and stakeholders to conduct a final product demo to ensure everyone is satisfied.

In case everything is okay based on the project scope, confirm that the product is ready for delivery.

The final inspection guarantees that the product is fully functional and ready for release.

It also provides an opportunity to catch any last-minute bugs before delivering the product to stakeholders or customers.