Finalization Checklist

- ☐ Check your requirements document for quality (e.g. complete, coherent, implementable)

- ☐ Have a peer review your requirements document

- ☐ Determine who the approvers will be

- ☐ Set up the walk-through at least one week in advance

- ☐ Send out the requirements document to all stakeholders for review

- ☐ Conduct the walk-through

- ☐ Collect approvals from all approvers

- ☐ Determine which managers will approve change requests

- ☐ E-mail all stakeholders to inform them that the requirements are fully approved and baselined, and inform them of the change control process