**Review checklist for Requirement documents**

1. All URLs should be fully qualified e.g. <http://www.anysite.com>
2. References to all web site sections should be in italic.
3. There should be no spelling mistakes.
4. There should be a consistent font and font size used throughout. (Arial 10)
5. All text should be left justified.
6. There should be no abbreviations
7. Any acronyms used should be fully expanded on first use within the document.
8. All documents should have full version control.

**Checklist for requirements**

1. Unambiguous
2. Testable (verifiable)
3. Clear (concise, terse, simple, precise)
4. Correct
5. Understandable
6. Feasible (realistic, possible)
7. Independent
8. Atomic
9. Necessary
10. Implementation-free (abstract)