

RUBRIC for Functional Specification

The Functional Specification is graded Pass/Fail. Use this rubric as a checklist. Comply with each item on this list to receive a passing grade. If I feel that one or more are lacking the team will receive a Fail on the Functional Specification.

The following are necessary to earn a Pass:

- 1. Title Page done correctly**
 - ☐ Logos properly handled
- 2. All instructions (red) deleted**
 - ☐ All red italics deleted
- 3. Table of Contents is correct**
 - ☐ Section numbers retained
 - ☐ Page numbers correct
 - ☐ Project Name is in header
- 4. Requirements**
 - ☐ Requirements are clearly stated
- 5. Numbers**
 - ☐ Numbers related to Sponsor are reasonable
 - ☐ Numbers related to project are reasonable
 - ☐ The project numbers reasonably satisfy Sponsor needs
- 6. Existing System**
 - ☐ Existing system and limitations are clearly described
 - ☐ New system, functions, and constraints are clearly described
- 7. Terminology**
 - ☐ Terminology is clear and concise
- 8. References**
 - ☐ All documents referenced in the Functional Spec are cited in a consistent format
 - ☐ The Functional Spec has no forward references
- 9. Functional Description**
 - ☐ Includes diagrams and examples where appropriate
 - ☐ All statements are written with consistent terminology
 - ☐ Related functions are logically grouped
 - ☐ Mandatory, additional, and irrelevant functions are clearly differentiated
 - ☐ Content of each subsection is clear and consistent with heading
 - ☐ Boundary conditions and constraints demonstrate an understanding of the project
 - ☐ Performance parameters are logically grouped
 - ☐ All features from the SOW are included
 - ☐ Hardware spec contains relevant items: tolerances, all inputs/outputs/supplies, Timing diagrams or waveforms provided for digital I/O, performance or response
 - ☐ Software spec contains relevant items: use cases, user community, admin functions, error handling, security, file management, interfaces, platforms, response time, etc.
 - ☐ Mechanical spec contains relevant items: design criteria, materials, dimension/tolerances, performance, safety, operational conditions, controls, etc
- 10. All signatures were present before submitting the Functional Specification to me**
 - ☐ You worked with your Sponsor & Faculty Sponsor in a timely fashion
 - ☐ You gave them plenty of time to review the Functional Specification
 - ☐ Signatures were genuine, i.e., not electronic/digital