Complete Rummy -O Requirements Review Checklist

Green => checked || Red => unchecked || Yellow => ambiguous

ID	Defect Type	Items to Examine
Organization and Structure of the Documentation		
1	Standards	Are all figures, tables, and diagrams labeled and referenced?
2	Standards	Are all requirements written at a consistent and appropriate level of detail?
3	Unverifiable	Are all external hardware, software, and communication interfaces defined?
4	Standards	Are individual requirements rated (or ranked), with descriptions of priority provided?
5	Standards	Is the expected behavior documented for all anticipated error conditions?
6	Unverifiable	Do the requirements provide an adequate basis for design and system test?
Completeness and Correctness		
5	Complete	Are all classes of users described? Are the user characteristics described?
6	Complete	Do any requirements conflict with or duplicate other requirements?
7	Incomplete	Does the specification include all known customer or system needs including user tasks?
8	Complete	Is each requirement free from content and grammatical errors?
9	Complete	Is each requirement verifiable by testing, demonstration, review, or analysis?
10	Complete	Does each functional requirement specify input and output, as well as function, as appropriate?
11	Incomplete	Have all dependencies on other systems been identified? (applications or application interfaces, databases, etc.)
Consistency and Clarity		
10	Consistent	Are the requirements free of duplication and conflict with other requirements?
11	Consistent	Is each requirement written in consistent, clear, concise language?
12	Ambiguous	Does each requirement have only one interpretation? If a term could have multiple meanings, is it defined?

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13	Consistent	Can all of the requirements be implemented within known constraints?
14	Unverifiable	Is each requirement verifiable by testing, demonstration, review, or analysis?
15	Consistent	Are all performance objectives properly specified?
16	Unverifiable	Are there measurable acceptance criteria for each functional and non-functional requirement?
Traceability		
17	Interface	Is each requirement uniquely and correctly identified?
18	Interface	Is each software functional requirement traceable to a higher-level requirement (e.g., system requirement, use case)?