

ROLE

Requirements and Specification Document Checklist

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Contents

- Y_ Do the requirements state the customers' needs?
- Y_ Do the requirements avoid specifying a design (customer-specified design elements are allowed) and instead focus on app behavior?
- Y_ Are you satisfied with all parts of the document?
- Y_ Do you believe all parts are possible to implement?
- Y_ Is each part of the document in agreement with all other parts?

Completeness

- Y_ Are the requirements properly prioritized?
- Y_ If there are requirements imposed by third party products, are those requirements listed?
- Y_ Are all of the necessary interfaces specified, including input and output?
- Y_ Are the specifications precise?
- Y_ Are all performance requirements (e.g. speed, memory capacity) specified?
- Y_ Are all security requirements (e.g. access control, authentication) specified?
- Y_ Where information isn't available before review, are the areas of incompleteness specified?
- Y_ Are all sections from the document template included? If not, is there reason for the changes?

Clarity

- Y_ Are all requirements reasonable?
- Y_ Is the level of detail of each requirement appropriate?
- Y_ Are the requirements written in a language appropriate to the audience?
- Y_ Are all items clear and not ambiguous? (Minor document readability issues like spelling and grammar will be handled off-line, not in the review.)