

# SRS Review Checklist

Project Code:

Version of the work product:

Reviewer(s):

Review date: <DD-MMM-YY>

Work product' size:

Effort spent on review (person-hour)

Question	Yes	No	N/A	Note
<b>Document Control</b>				
Verify whether document control procedures have been followed by checking for the following:				
Does the title page contain the document name, version number, FPT name and logo, project code, document code and issued date?				
Does the header and footer correctly specify the name, and version of the document?				
Does the page – numbering scheme indicate the total number of pages in the document?				
Have details been entered in the 'Approval' and 'Reviewers' fields in Signature page?				
Is the history traceable?				
Are all documents checked Spelling and Grammar in MS Word or similar tools?				
<b>Overview</b>				
Are the system objectives stated clearly?				
Are requirements documented in a readable form:				
1. Requirements are grouped logically				
2. Requirements are described in sufficient detail				
3. Requirements are stated precisely				
4. Diagrams are simple				
<b>Organization and Completeness</b>				
Are all internal cross-references to other requirements correct?				
Do the requirements provide an adequate basis for design?				
Is the implementation priority of each requirement included?				
Are algorithms intrinsic to the use-case defined?				
Is any necessary information missing from a requirement? If so, is it identified as to-be-determined marker				
Is the expected behavior documented for all anticipated error conditions?				
<b>Correctness</b>				
Do any requirements conflict with or duplicate other requirements?				
Is each requirement verifiable (such as by review, testing, demonstration, or analysis)?				
Is each requirement in scope for the project?				
Can all of the requirements be implemented within known constraints?				
Are any specified error messages unique and meaningful				
<b>Quality attributes</b>				
Are all performance objectives properly specified?				
Are all security and safety considerations properly specified?				
Are other pertinent quality attribute goals explicitly documented and quantified, with the acceptable trade-offs specified?				
<b>Traceability</b>				
Is each requirement uniquely and correctly identified?				
Is each software functional requirement traced to a higher-level requirement (ex. System requirement or use case)?				
<b>Special Issues</b>				
Are all requirements actually requirements, not design or implementation solutions?				

Question	Yes	No	N/A	Note
<b>Document Control</b>				
Are the time-critical functions identified and their timing criteria specified?				
<b>External interfaces</b>				
Check whether interfaces with other systems are described				
<b>Operating environment</b>				
<i>Hardware</i>				
Check whether the required hardware is described				
<i>Software</i>				
Check whether specific software requirements are documented				
<i>Network</i>				
Check whether networking Issues and connectivity requirements are documented				
<i>Communication</i>				
Check whether specific communication requirements are documented				
<b>Special user requirements</b>				
<i>Multi Language support</i>				
<i>Is any security required?</i>				
<i>Check whether availability requirements are documented</i>				
<i>Audit Trail</i>				
<i>Transaction Volume &amp; Data Volume</i>				
<i>Backup &amp; Recovery</i>				
<i>Legal</i>				
<i>Data Migration</i>				
<i>Data Retention*</i>				
<i>Installation</i>				
<i>User Training</i>				
<i>User Manual &amp; Help</i>				
<b>For QA checking</b>				
Does SRS cover all requirements in Specs and Q&A list?				
How many items in SRS are TBD?				
Are TBD requirements recorded in Q&A list to clarify with customer?				
If TBD requirements are more than 10%, does Project Director approve SRS?				
Check review comments, if comments are not available, must request Project Director to review and approve SRS.				
<Add more rows if needed>				

**\* Comments**

**\* Suggestion**

- [    ] - Pass
- [    ] - Review again
- [    ] - Other