

ID	Defect Type	Items to Examine
Organization and Structure of the Documentation		
1	Standards	Have appropriate requirements documentation standards been followed?
2	Standards	Are all figures, tables, and diagrams labeled and referenced?
3	Standards	Are all terms and units of measure defined?
4	Standards	Are all requirements written at a consistent and appropriate level of detail?
5	Standards	Are individual requirements rated (or ranked), with descriptions of priority provided?
6	Unverifiable	Do the requirements provide an adequate basis for design and system test?
Completeness and Correctness		
7	Correctness	Are all internal cross-references to other requirements correct? (To support modifiability, minimize cross-references.)
8	Incomplete	Are all types of users described? Are the user characteristics described?
9	Incomplete	Does the specification include all known customer or system needs? Are all the tasks the user wants to perform specified?
10	Incomplete	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, communications subsystems, networking, etc.)
12	Incomplete	Are any design or implementation constraints described?
13	Incomplete	Are time critical functions identified, and timing criteria specified for them?
14	Incomplete	Have any regulatory, legislative, or standards-driven requirements been addressed?
15	Incomplete	Have all quality attributes (characteristics) been properly specified (i.e. efficiency, flexibility, interoperability, maintainability, portability, reusability, usability, availability)
16	Interface	Are all external hardware, software, and communication interfaces defined? Are they correct?
Consistency and Clarity		
17	Inconsistent	Does the specification agree with all relevant higher level documents? (i.e., the lean canvas)
18	Inconsistent	Are the requirements free of duplication and conflict with other requirements?
19	Inconsistent	Is each requirement written in consistent, clear, concise language?
20	Ambiguous	Does each requirement have only one interpretation? If a term could have multiple meanings, is it defined?
21	Unverifiable	Is each requirement verifiable by testing, demonstration, review, or analysis?
22	Unverifiable	Are there measurable acceptance criteria for each functional and non-functional requirement?
Misc.		
23	Other	Is each requirement uniquely and correctly identified?
24	Other	Is each requirement in scope for the project?
25	Other	Are all requirements actually requirements, not design or implementation solutions?