Checklist Completeness System Requirements

Project	
Project Group	
Checked by	

General

Topic	Checked
Is the cover page complete?	
• Contains the text: 'System Requirements'?	
• Contains the place and date of completion of the System Requirements?	
• Is the group number/code of the project group present?	
• Contains the all the correct names of all project members and their correct student number?	
Is there an Abbreviation explanation?	
Is there a Glossary?	
Are there References ?	

Lay-out

Topic	Checked
Is there a table of contents with page numbers?	
Are the chapters numbered?	
Are the page numbers on pages present?	
Are the chapters clearly indicated?	

Use of Language

Topic	Checked
Is the System Requirement document clearly-written?	
Is there correct language used (use spelling and grammar checking)?	
Is the language correct? No I, you , or we!	
No using of long sentences?	
Are the System Requirements 'pointy' written, with a clear structure and enumerations?	
Are unknown concepts explained first before they are used?	
Is the System Requirement document always viewed from the same person?	

The chapters of the System Requirements

1 Background

Topic	Checked
Is there a short description of the project?	
Is there a clear goal for the project?	
Is there a clear overview of the document?	

2 Functional description and requirements

2.1 Functional description

2.1.1 Use Scenarios

Topic	Checked
Are the start conditions clearly described?	
Is the sequence clearly described?	
Is the end condition clearly described?	
Are the user scenarios clear for the different stakeholders?	
Are the related use scenarios described?	
• Normal operation	
• Faulty operation	
• Production	
• Sale	
• Transport	
• Installation	
• Maintenance and repair	
• Dismantling	

2.1.2 User Requirements

Topic	Checked
Are the user requirements clearly described?	
Are the user requirements complete?	

2.1.3 Functions

Topic	Checked
Are the system functions clearly described?	
Are the system functions complete?	

2.1.4 Functional architecture

Topic	Checked
Is there a clear picture from the functional architecture?	
Is the functional architecture clearly described?	

2.2 Functional requirements

2.2.1 Function 1:User interface

Topic	Checked
Are the user interfaces functions given in a table and numbered?	
Is the user interface function list complete?	
Are the Functions divided in Input and Output.	

2.2.2 Function 2:Control Functions

Topic	Checked
Is the relation between the inputs and outputs described?	

3   Design architecture and requirements.

Topic	Checked
Is there a clear description of the goal for this chapter?	

3.2   Technical requirements

3.2.1 Safety

Topic	Checked
Are the safety requirements in a table and numbered?	
Are the CE safety and application standards described in the table?	
Is the table adequate? (safety features, and documentation)	

3.2.2 Cost

Topic	Checked
Are the cost numbered and in a table?	
Is the table adequate? (components, labour, special equipment)	
Are the costs realistic?	

3.2.3 Physical properties

Topic	Checked
Are the physical properties numbered and in a table?	
Is the table adequate? (maximum dimensions, maximum mass , transportability, styling)	
Are the physical properties realistic?	

3.2.4 Environmental

Topic	Checked
Are the environmental properties numbered and in a table?	
Is the table adequate? (storage temperature (min max))	
Is the table adequate? (vibration limits)	
Is the table adequate? (humidity)	
Is the table adequate? (EMC)	
Are the environmental properties realistic?	

3.2.5 General design requirements

Topic	Checked
Are the general design requirements numbered and in a table?	
Is the table adequate? (expandability)	
Is the table adequate? (growth potential, number of products, series production)	

3.2.6 Mechanical design (including dynamical and thermal requirements)

Topic	Checked
Are the mechanical design requirements numbered and in a table?	
Is the table adequate? (operational forces , moments)	
Is the table adequate? (restricted materials)	

3.2.7 Electrical and electronic design

Topic	Checked
Are the electrical and electronic design requirements numbered and in a table?	
Is the table adequate? (power, cabling shielding)	
Is the table adequate? (fuses, power lines)	
Is the table adequate? (EMC)	

3.2.8 Software design requirements

Topic	Checked
Are the used languages and the operating system(s) described?	
Is there an implementation proposal?	

3.2.9 Production and assembly

Topic	Checked
Are the production and assembly requirements numbered and in a table?	
Is the list adequate? (restriction of production modes and machinery)	

3.2.10 Reliability

Topic	Checked
Are the reliability requirements numbered and in a table?	
Is there a MTBF given ?	
Is the MTBF with normal use calculated?	

3.2.11 Maintainability

Topic	Checked
Are the Maintainability requirements numbered and in a table?	
Is there a MTTR given ?	
Is the MTTR with normal use calculated?	

4   Quality assurance Provisions

4.1   Verification definition

Topic	Checked
Is the qualification goal clearly described?	
Is the verification method clearly described?	

4.2   Verification setup 1: control

4.2.1   Purpose of test/analysis

Topic	Checked
Are the properties / requirements to test or analyse clearly described?	

4.2.2   Test setup/analysis method.

Topic	Checked
Are the needed instruments described?	
Are the methods described?	

4.2.3   Test procedure/analysis.

Topic	Checked
Are the steps of the procedure described?	

4.2.4   Test/analysis data recorded.

Topic	Checked
Is the data to be recorded clearly described?	

4.2.5   Processing and evaluation of results

Topic	Checked
Is it clear how to process the data for evaluation and to prove the requirements?	