## Version [0.0]

## Presented by: [Your Name Here]



Requirements Gathering Checklist

## [Document subtitle]

# Requirements Checklist

[The Requirements Gathering Checklist is used to provide a starting point for eliciting requirements, and system concepts of the proposed system. During this phase, the primary goal is to ask enough questions of enough people that you are able to form an understanding of the current business processes and the objectives of the proposed system. Use these points to ensure all possible considerations are given to the project.]

| Customer Name: |  |
| --- | --- |
| Name of Project: |  |
| Project Manager: |  |
| Technical Lead: |  |
|  |  |
|  |  |

**Note:** The following table should be expanded with specific requirements based upon your own industry and risk factors. Use these tables throughout the requirements gathering process, by ticking the last column when each factor has been considered.

* Each factor presented below, do not necessarily correspond in a ‘one-to-one’ fashion to the questions that may be asked.
* Each factor may require a number of questions to be fully explored.
* Each factor may elicit one or more requirements.
* The numbering column can be used to cross reference requirements to this checklist.

|  |  |  |
| --- | --- | --- |
| Non Functional Requirements | | |
| NF001 | Performance Requirements | Y/N |
| NF002 | Security Considerations |  |
| NF003 | Usability Concerns |  |
| NF004 | Maintainability Concerns |  |
| NF005 | Environmental Constraints (Hardware/ Software) |  |
| NF006 | Capacity, Response Times |  |
| NF007 | Data Integrity Validation |  |
| NF008 | Intractability (User Experience) |  |
| NF009 | Interoperability |  |
| NF010 | Manageability |  |
| NF011 | Criticality Concerns (whole system and component) |  |
| NF012 | Failure Prevention (System Health Monitoring) |  |
| NF013 | [Add your own factor to be considered] |  |
| NF014 | [Add your own factor to be considered] |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Functional Requirements | | |
| F001 | Business Rules and Constraints | Y/N |
| F002 | Security Access and Prevention Concerns |  |
| F003 | Data Capture, Transformation, Interpretation Rules |  |
| F004 | Performance, Monitoring and Reporting Requirements |  |
| F005 | Integration Points |  |
| F006 | Legal Requirements / Restrictions |  |
| F007 | Language Neutral Requirements |  |
| F008 | Feasibility Factors |  |
| F009 | Ambiguity Has Been Removed From Requirements |  |
| F010 | Requirement Conflicts Have Been Assessed |  |
| F011 | Input Requirements Have Been Defined (Format, Gate Conditions, Default Values) |  |
| F012 | Output Requirements Have Been Defined (Format, Gate Conditions, Default Values) |  |
| F013 | [Add your own factor to be considered] |  |
| F014 | [Add your own factor to be considered] |  |

|  |  |  |
| --- | --- | --- |
| Investigatory Questions | | |
| IQ001 | Is there a single current system, or a collection or disparate programs? | Y/N |
| IQ002 | Have all stakeholder names and contact details been captured? |  |
| IQ003 | Are there any standard operating procedure documents available? |  |
| IQ004 | What legislation needs to be considered? |  |
| IQ005 | Who is the ‘knowledge-champion’ in each department? |  |
| IQ006 | Are there existing suppliers and services in use? |  |
| IQ007 | Are there current performance benchmarks available? |  |
| IQ008 | [Add your own factor to be considered] |  |
| IQ009 | [Add your own factor to be considered] |  |
| IQ010 | [Add your own factor to be considered] |  |
| IQ011 | [Add your own factor to be considered] |  |
| IQ012 | [Add your own factor to be considered] |  |
| IQ013 | [Add your own factor to be considered] |  |
| IQ014 | [Add your own factor to be considered] |  |