## Version [0.0]

## Presented by: [Your Name Here]



Requirements Validation Checklist

## [Document subtitle]

# Requirements Validation Checklist

[The Requirements Validation Checklist is used to Validate and Verify the proposed requirements, are both the right for this project and that they can be measured as fit for purpose. 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 V+V criteria 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.

The four basic V&V criteria for requirements and design specifications are

* Completeness
* Consistency
* Feasibility
* Testability

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| --- | --- | --- |
| Completeness Checks | | |
| VCOM001 | No Missing Specification Items | Y/N |
| VCOM002 | No Missing Documentation |  |
| VCOM003 | No Missing Products |  |
| VCOM004 | No To Be Confirmed Items |  |
| VCOM005 | No Unresolved Dependencies |  |
| VCOM006 | [Add your own factor to be considered] |  |
| VCOM007 | [Add your own factor to be considered] |  |
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| Consistency Checks | | |
| VCON001 | No Conflicting Requirements (With Internal Systems) | Y/N |
| VCON002 | No Conflicting Requirements (With External Systems) |  |
| VCON003 | Full Documentation Traceability |  |
| VCON004 | [Add your own factor to be considered] |  |
| VCON005 | [Add your own factor to be considered] |  |

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| --- | --- | --- |
| Feasibility Checks | | |
| VFEA001 | Are Requirements Realistic? | Y/N |
| VFEA002 | Are Requirements Cost Effective? |  |
| VFEA003 | Is The Environment Suitable? |  |
| VFEA004 | Are The Training Requirements Understood? |  |
| VFEA005 | Has Post Go-Live Support Been Discussed? |  |
| VFEA006 | Are Technical Constraints Surmountable? |  |
| VFEA007 | [Add your own factor to be considered] |  |
| VFEA008 | [Add your own factor to be considered] |  |

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| --- | --- | --- |
| Testability Checks | | |
| VTES001 | Requirements Exhibit SMART Traits | Y/N |
| VTES002 | Requirements Are Specific And Clear |  |
| VTES003 | Requirements Are Unambiguous And Complete |  |
| VTES004 | Requirements Can Be Measurable As Fit For Purpose. |  |
| VTES005 | [Add your own factor to be considered] |  |
| VTES006 | [Add your own factor to be considered] |  |