Key words to Indicate Requirement Levels

1. MUST

This word, or the terms “ESSENTIAL”, “REQUIRED” or “SHALL”, mean that this requirement is the basic requirement which is necessary to the project and it needs to be done.

1. MUST NOT

This phrase, or the phrase “SHALL NOT”, mean that there are something could cause some massive negative affect to the project and these operator or code is necessary to avoid.

1. SHOULD

This word, or the adjective “RECOMMENDED”, mean that in the most circumstances, these requirements or conditions need to be satisfied, but there still are a few special reasons which can let team avoid these requirements. To avoid these, team should fully understand the situation and consider whether it needs to avoid.

1. SHOULD NOT

This phrase, or the phrase “NOT RECOMMENDED” mean that there are some rules need to be comply with in the most circumstances, but if there are some special reasons, these rules can be broke. If these rules are needed to be broke, it must not affect the basic function running.

1. MAY

This word, or the adjective “OPTIONAL”, mean that an item is truly optional. It may be a extend function or a special function to make the project can satisfied some special or minority requirement. In addition, these function are not a part of the basic function of project and will not effect of the project particular using. These “OPTIONAL” requirement normally are some functions which can improve the experience of using or decrease the difficulty of using. Sometimes, these are update version of some “MUST” functions which can make “MUST” functions better, but it normally need extra input on funds or human resources.