

Example Requirements Review Checklist

Intended use of this checklist	When examining a set of requirements (which may be in a Statement of Work), the reviewer might use the following questions to see that the document is adequate, perhaps while doing some type of review.
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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?
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?
8	Incomplete	Are all classes of users described? Are the user characteristics described?
9	Incomplete	Does the specification include all known customer or system needs?
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 user documentation and training requirements addressed?
13	Incomplete	Are the hardware and software environments specified?
14	Incomplete	Have all derived requirements been included? (those implied by the system or software requirements, generally constraints on development or verification)
15	Incomplete	Has full life cycle support been addressed, including maintenance?
16	Incomplete	Are any design or implementation constraints described?
17	Incomplete	Are all reliability, recoverability (business continuity), and performance requirements properly specified?
18	Incomplete	Are all security requirements properly specified?
19	Incomplete	Are all safety requirements properly specified?
20	Incomplete	Have all data privacy requirements been included?
21	Incomplete	Are time critical functions identified, and timing criteria specified for them?
22	Incomplete	Have any regulatory, legislative, or standards-driven requirements been addressed?
23	Incomplete	Have all quality attributes (characteristics) been properly specified (i.e. efficiency, flexibility, interoperability, maintainability, portability, reusability, usability, availability)
24	Interface	Have the human interface requirements been addressed? Are they correct?

ID	Defect Type	Items to Examine
25	Interface	Are all external hardware, software, and communication interfaces defined? Are they correct?
Consistency and Clarity		
26	Inconsistent	Does the specification agree with all relevant higher level documents?
27	Inconsistent	Are the requirements free of duplication and conflict with other requirements?
28	Inconsistent	Is each requirement written in consistent, clear, concise language?
29	Ambiguous	Does each requirement have only one interpretation? If a term could have multiple meanings, is it defined?
30	Unverifiable	Is each requirement verifiable by testing, demonstration, review, or analysis?
31	Unverifiable	Are there measurable acceptance criteria for each functional and non-functional requirement?
Special Issues		
34	Other	Is each requirement in scope for the project?
35	Other	Are all requirements actually requirements, not design or implementation solutions?
36	Other	Are the time-critical functions identified, and timing criteria specified for them?
37	Other	Are all significant consumers of scarce resources (memory, network bandwidth, processor capacity, etc.) identified, and is their anticipated resource consumption specified?
38	Other	Have internationalization issues been adequately addressed?