Example Requirements Review Checklist

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| **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. |

| **ID** | **Defect Type** | **Items to Examine** |
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| 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? |
| 5 | Standards | Are individual requirements rated (or ranked), with descriptions of priority provided? |
| 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? [For modifiability, minimize cross-references.] |
| 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? *Are all the tasks the user wants to perform specified?* |
| 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? |
| 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? |
| **Traceability** |
| 32 | Interface  | Is each requirement uniquely and correctly identified? |
| 33 | Interface | Is each requirement traceable to its source (including derived requirements)? |
| **Special Issues** |
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| 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? |