



Your Company Name

Requirements Checklist

Date

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Revision History

Date	Version	Author	Change

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1 Purpose

The purpose of the Requirements Inspection Checklist is to provide a sample quality assurance document to verify that major requirement functions and tasks have been completed.

2 Requirements Checklist

2.1 General Information

Requirement Information	Yes / No
<i>All requirements prepared at a consistent level of detail.</i>	
<i>Requirements provide sufficient information for design.</i>	
<i>All cross-references to other requirements are correct.</i>	
<i>Priority for implementing each requirement is included and correct.</i>	
<i>Identified and addressed input value expected ranges for each scenario.</i>	
<i>Defined all external hardware, software, and communication interfaces.</i>	
<i>Defined functional requirement algorithms.</i>	
<i>Defined all functional requirement business rules.</i>	
<i>Software requirement specifications include all known customer or system needs.</i>	
<i>Performance requirements for timing, memory, and resource use are easily understood.</i>	
<i>Documented responses for valid and invalid input values.</i>	
<i>Documented error condition expected behavior.</i>	
<i>Requirements indicate what the system should do and not do.</i>	
<i>Standards are provided (where applicable),e.g., for transaction speed, database integrity, resource limits, operating environments, etc.</i>	



2.2 Interfaces

Requirement Information	Yes / No
<i>All system inputs specified, including their source, accuracy, range of values, parameters and frequency.</i>	
<i>All outputs from the system specified, including their destination, accuracy, range of values, parameters and format.</i>	
<i>All screen formats specified.</i>	
<i>All report formats specified.</i>	
<i>All interface requirements between hardware, software, personnel, and procedures included.</i>	
<i>All communication interfaces specified, including handshaking, error-checking, and communication protocols.</i>	

2.3 Behavioral Requirements

Requirement Information	Yes / No
<i>All requirements described in the problem statement and in subsequent communications with the customer been specified.</i>	
<i>All inputs to a function sufficient to perform the required function.</i>	
<i>Undesired events/inputs considered and their required responses specified.</i>	
<i>Types, initial values, and units have been defined for every object attribute.</i>	
<i>Parameters and return types of all object operations have been defined.</i>	
<i>All internal events (actions/messages appearing in dynamic models) have been defined. There should be a short description for each internal event, specifying the event's source, destination (or broadcast), parameters, and brief definition.</i>	
<i>All internal signals have been defined. There should be a short description for each internal signal, specifying the events source destination, parameters, and brief definition.</i>	
<i>Accuracy, precision, range, type, rate, units, frequency of inputs and outputs have been specified for each function.</i>	



2.4 Non-Behavioral Requirements

Requirement Information	Yes / No
<i>Expected response time, from the user's point of view, are specified for all operations.</i>	
<i>Level of security specified.</i>	
<i>Reliability is specified, including the consequences of software failure, the vital information that needs to be protected from failure, and the strategy for error detection and recovery.</i>	
<i>Maximum memory is specified.</i>	
<i>Maximum storage specified.</i>	
<i>Planned changes are specified (i.e., maintainability).</i>	
<i>Acceptable trade-offs between competing non-behavioral properties are specified.</i>	

2.5 Correctness

Requirement Information	Yes / No
<i>Requirements do not contain duplication.</i>	
<i>Requirements are not inconsistent with other requirements.</i>	
<i>Requirements prepared in clear, concise, unambiguous language.</i>	
<i>Diagrams supplement the requirements correctly.</i>	
<i>Requirements can be verified through testing, review, or analysis.</i>	
<i>Each requirement in scope with the project.</i>	
<i>Requirement information can be understood and are grammatically error free.</i>	
<i>Requirements can be implemented within known constraints.</i>	
<i>Error messages are unique and meaningful.</i>	
<i>Performance objectives properly specified.</i>	
<i>Security and safety considerations specified.</i>	
<i>Other quality goals documented and quantified with acceptable tradeoffs.</i>	



2.6 Requirements Traceability

Requirement Information	Yes / No
<i>All requirements uniquely and correctly identified.</i>	
<i>All software functional requirements are traceable (e.g., to business requirements, system requirements, design, use cases).</i>	

2.7 Other Information

Requirement Information	Yes / No
<i>Time-critical functions have been identified with respective timing criteria.</i>	
<i>Requirements are feasible and can be implemented with the available techniques, tools, resources, and personnel within the specified cost and schedule constraints.</i>	
<i>Logical database requirements have been specified, e.g.,</i> <ul style="list-style-type: none"><i>• Frequency of use</i><i>• Access capabilities</i><i>• Data entities and their relationships</i><i>• Integrity constraints</i><i>• Data retention requirements.</i>	