

## Requirements Checklist

**Project Name:**

**Date:**

### Responsibility

- Has a project manager been identified?
- Has a sponsor been identified?
- Has the customer(s) been identified?
- Who is responsible for process and business analysis for the project?
- Who is responsible for technical areas of the project?
- Have roles and responsibilities been clearly identified and documented?
- Is there a project charter?

### Requirements Process Checklist

- Are the project objectives SMART (Specific, Measurable, Agreed To, Realistic, Time Constrained). Requirements are based on project objectives
- Was a facilitated session used to gather requirements with a variety of project team members?
- Have a least two different techniques been used to gather the requirements to ensure completeness and eliminate conflicts? (examples: interviews, surveys, facilitated workshops, process modelling, use cases, job observation)
- Have separate lists been created to capture when stakeholders provide “requirements” in the form of HOW they think something should be accomplished, as well as WHAT the business need is?
- Have the requirements been reviewed (again by a variety of stakeholders?)
- Have the requirements been approved?
- Have the requirements been prioritised?
- Has a requirements traceability matrix been developed?
- Do you understand WHY each requirement is necessary for the business?
- Are the relationships between the WHAT requirements and the HOW fully understood and documented?
- Have risks been identified and communicated to the project manager?

### Functional Requirements

- What is the basis for the solution?
- What are the key components?
- What is the business problem that is being solved?
- What are the allowable variances for each of the triple constraints? Is there a prioritisation for the triple constraint elements?

**Functional Requirements continued...**

- Will process models need to be created? Are the appropriate “as-is” and “to-be” process models written and understood by the appropriate stakeholders?
- How many users will there be?
- Where are the users located?
- Are there performance specifications for computer or process response times?
- What is the size of the solution?
- Who are the users of the product?
- Are the users looking forward to this change? What aspects of the solution are the users anticipating/looking forward to?
- What will this product NOT involve, or NOT look like?
- Have any stakeholder specific solutions or tool requests been investigated?
- Have alternative solutions been investigated?
- Is there a business deadline that must be met?
- Is there an existing product being replaced?
- Have testers reviewed the requirements for “testability”?
- Is every requirement tied to a business need?

### **Non-Functional Requirements**

- Have non-functional requirements been scrutinised just like the functional requirements?
- Have business and technical representatives assisted with gathering non-functional requirements?
- Have non-functional requirements from other projects been used as a starting point for your potential project needs?

### **Training**

- Who needs to be trained?
- How should they be trained?
- How many people need to be trained?
- Have the trainees used a similar product in the past?

### **Documentation**

- What type of documentation is required?
- Can the documentation be online vs. hardcopy?
- Who will receive the documentation?
- What language(s) will the documentation be developed in?

### **Post-Implementation**

- Who will support the product once the project is implemented?
- Who will maintain the product once the project is implemented?
- Are there warranties?
- Are there materials to be disposed?
- Are there any intellectual property issues to be handled?
- Who will keep the process models up-to-date?

**Budget and Schedule**

- Is the budget and/or schedule defined?
- Is the budget and/or schedule fixed?
- Is the budget funded?
- Who controls the budget?

**Scope**

- Has the scope been clearly defined and documented in the project charter?
- Is the scope negotiable?
- Is there a change control process in place once requirements have been baselined?