



Your Company Name

Requirements Checklist

Date

www.SDLCforms.com



Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.

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>	