

REQUIREMENTS CHECKLIST

How well cooked are your requirements?
Quickly assess the temp by going over the
checklist.



Business

Building the right thing.

Questions to answer

- Out of all possible projects why was this one picked?
- Why invest now?
- How would it move the needle to the desired goal?
- What is the expected return on investment?

Risk reduction strategy

Ensuring the right problem is solved at the right time with the right budget.

Business Requirement Checklist

- The business problem is defined. The reason why it is a problem and how it's holding business back is clear and based on data.
- The problem is timely and is a high priority.
- The investment return on solving this problem is well estimated and exceeds the project cost, including the long-term maintenance and support.
- After considering multiple options, the best solution has been chosen based on business priorities.
- Success criteria is established — it's known what solving the problem look like.
- Warning signs are identified to help decide if the project should be stopped early.
- All significant business limitations are identified - including legal restrictions, operation constrains and budget limits.
- The project scope is clear. It is known which processes and operations are included.
- The minimum business requirements to make the solution viable have been determined.

People

The project will not exist by itself. Someone will be using it, adopting it, promoting it.

Questions to answer

- Would enough people be using this?
- Does this align with the way they work?
- Were all participating parties informed about this project as to ensure the complete requirements collection?

Risk reduction strategy

Clarifying misunderstanding, ensuring project adoption, covering missing use cases

People Requirement Checklist

- All internal stakeholders have been identified and informed of the upcoming project, regardless of their level of influence.
- The stakeholder's feedback has been requested and taken into account.
- There is an internal buy-in for this project.
- The decision-makers are known.
- A senior leader supporting the project.

Product

Building the thing right. What should it do? What should it not do? How should it do it?

Questions to answer

- Are there any assumptions made about behavior, logic, terminology that could cause issues if not implemented?

Risk reduction strategy

The best time to determine that product doesn't do what everybody expected is before it is build.

Product Requirement Checklist

- Business requirements are complete and can be implemented within the given constraints.
- Each requirement is testable - it is possible to confirm the accuracy and quality once the project is complete. The test process is known.
- Requirements are written in clear, accessible, and unambiguous language that does not require specialized background to understand. All assumed requirements that are known by domain experts are spelled out.
- The top three performance qualities (for example, speed, ease of use, security) that solution must have beyond its basic functions, have been identified and recorded.
- How solution should act if errors occur is defined.
- The unusual but probable conditions are determined and documented. It is known what should happen outside the normal conditions.
- It's known what the solution should not do.
- The solution had been prototyped to confirm the scope of the requirements and solicit feedback.

Process

Without process, it's a chaos.

Questions to answer

- How can we tell these requirements are up to date and sorted in the most important order?

Risk reduction strategy

Nothing kills the budget quicker than scope creep or building from the older requirement document.

Process Requirement Checklist

- There is a single requirement document.
- The document is versioned/dated. It's easy to see changes between the versions.
- The document is organized so that each requirement can be tracked from origination to completion and validation.
- There is a method for deciding which requirements are most important.
- There have been at least a few requirements review sessions.
- The requirements have been tested.