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Requirements Quality Assurance Checklist

<<Project Name>>

Status Draft / Issued

Monday, 2 March 2020

Business Analysis (BAPL)

Improve | Innovate | Digitise

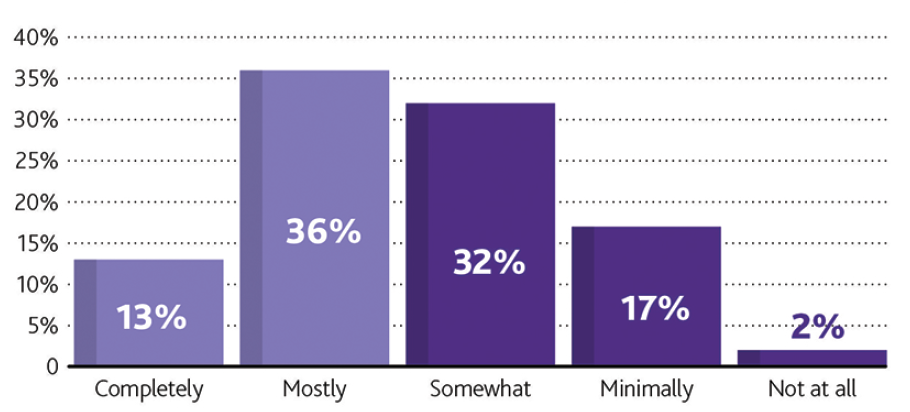
“*Organizations surveyed waste over one in three dollars spent in IT development and implementation annually as a result of poor requirements maturity.”*

75%

Keith Ellis, Business Analysis Benchmark—The Path to Success, IAG Consulting

47%

*“****Unsuccessful*** *projects fail to meet goals due to* ***poor requirements****”*

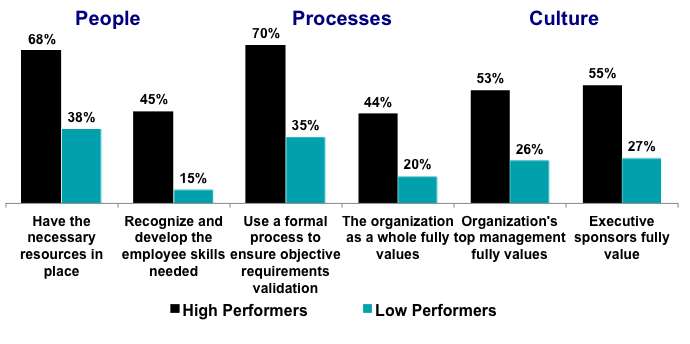
******

49%

***“Less than half*** *of organizations* ***have the******necessary resources*** *in place to properly perform business analysis and* ***requirements management***

87%

*“of organizations* ***recognize*** *that* ***improvements*** *in their* ***performance of requirements******are needed”***



70%

*“of* ***High Performing*** *organizations* ***use a formal process*** *to ensure objective* ***requirements validation****”*

Project Management Institute International

Background:

Poor requirements have been repeatedly identified as one of the major root cause for project failures. Fixing requirements gaps after a solution release has always been costly.

1. For over a decade Business Analysts Pty Ltd (BAPL) has provided its world-leading business analysis expertise across the corporate, government and not-for-profit sectors.
2. In the delivery of our services, we have set the benchmark for a truly independent and disciplined approach to introducing and managing quality requirements. Our clients have all significantly benefited from using this **Requirements Quality Assurance Checklist**.

Value:

The intent of this checklist is to provide a quick health check on the quality of the requirements:

1. It will **assist you**, in determining whether the requirements are documented according to international standards, thus **highlighting requirements gaps early**.
2. It will **assist you**, in picking up mistakes early, thus **reduce negative impacts (rework)** on development, testing and outcomes.
3. It will **assist you**, in determining whether the requirements are traceable, thus ensuring each requirement is valid and relevant, **preventing an overbuild/costly solution**.

Note:

1. This checklist is based on **international Business Analysis and Quality Standards**:
2. IIBA® - BABOK©,
3. PMI® - BA Practitioners Guide©
4. ISO®/IEC CD 25010: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE)
5. V-Model (Software Development)
6. TOGAF® Architecture Development Method (ADM) ©
7. It’s highly recommended to **fill in the "Comments” column**, especially for the assurance questions that has been identified as “N/A”.
8. This checklist can be used **during** a requirements management life cycle, or **post** project/program for lessons learned purposes.
9. This checklist can be used by both **Waterfall** or in **Agile**, project delivery methodology as documentation to support requirements re-use should be developed using either approach.

| 1) Business Requirements | Yes | No | N/A | Comments |
| --- | --- | --- | --- | --- |
| Do the business requirements explain the (WHY) rather than the solution? |  |  |  |  |
| Are the Business Requirements traced to Benefits? |  |  |  |  |
| Have requirements been identified in accordance with a unique requirement identifier? |  |  |  |  |
| Are the requirements/benefits verifiable? (i.e. They do not include words that have relative meaning, and as a result are not verifiable (e.g. easy, maximum, minimum, more efficient, adequate) |  |  |  |  |
| Are the Business Requirements aligned with the organisations' architecture scope and Architecture Requirements Management process (TOGAF)? |  |  |  |  |
| Are requirements clear and unambiguous? |  |  |  |  |
| Are all requirements independent of each other? |  |  |  |  |
|  | | | | |
| **2) Stakeholder Requirements** | **Yes** | **No** | **N/A** | **Comments** |
| Are all the User Requirements / Stakeholder Requirements traced to Business Requirements? |  |  |  |  |
| Business Processes - Has each process been traced back to the business process framework or value chain? |  |  |  |  |
| Have requirements been identified in accordance with a unique requirement identifier? |  |  |  |  |
| Business Processes - Can each process related requirement be traced to a process task, and does every process task have traceability to a requirement? |  |  |  |  |
| Business Processes - Are all diagrams clear and understandable? |  |  |  |  |
| Are the Business Processes documented using international standard notations (BPMN/EPC)? |  |  |  |  |
|  | | | | |
| **3.1) Solution Requirements - FUNCTIONAL:** | **Yes** | **No** | **N/A** | **Comments** |
| Are all the Functional – (Presentation, Logical, and Data) Tier Requirements traced to Stakeholder Requirements? |  |  |  |  |
| Graphical User Interface (GUI) - Have all the user interfaces necessary to meet the required information and functional requirements specified? |  |  |  |  |
| Have requirements been identified in accordance with a unique requirement identifier? |  |  |  |  |
| Reports - Have all required reports been specified in terms of which entities are required and which attributes of the entities are required? |  |  |  |  |
| Reports - Are the reports at a requirements level (as opposed to a design level) with only the information requirements presented? |  |  |  |  |
| Has a class or entity diagram been created? |  |  |  |  |
| Have DATA FLOW DIAGRAMS (DFD) been used? |  |  |  |  |
| Has the data cleansing, conversion and migration requirements been clearly defined or has a reference been made to an alternate requirements specification? |  |  |  |  |
| Data Characteristics and Categorization documented? (Static Data, Dynamic Input Data, Dynamic Output Data, Internally Generated Data) |  |  |  |  |
| Data Constraints, Retention and Storage requirements documented? |  |  |  |  |
| Frequency of Data update and processing documented? |  |  |  |  |
| Data Handling requirements are documented? Source of Input, Medium and Device, Input Medium and Device, Output Medium and Device, Recipients, Data Collection Procedures, User Access, Error Handling, Data Responsibilities, Security) |  |  |  |  |
|  | | | | |
| **3.2) Solution Requirements**  **– NON- FUNCTIONAL:** | **Yes** | **No** | **N/A** | **Comments** |
| Are all the Non Functional Requirements traced to User/Stakeholder Requirements? |  |  |  |  |
| Have Availability requirements been captured? |  |  |  |  |
| Have Compatibility requirements been captured? |  |  |  |  |
| Have Functionality requirements been captured? |  |  |  | \* |
| Have Maintainability requirements been captured? |  |  |  |  |
| Have Performance Efficiency requirements been captured? |  |  |  |  |
| Have Portability requirements been captured? |  |  |  |  |
| Have Reliability requirements been captured? |  |  |  | \* |
| Have Scalability requirements been captured? |  |  |  | \* |
| Have Security requirements been captured? |  |  |  | \* |
| Have Usability requirements been captured? |  |  |  | \* |
| Have Certification requirements been captured? |  |  |  | \* |
| Have Compliance requirements been captured? |  |  |  | \* |
| Have Localisation requirements been captured? |  |  |  | \* |
| Have Service Level Agreements been captured? |  |  |  | \* |
| Have Extensibility requirements been captured? |  |  |  | \* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4) Transition Requirements | Yes | No | N/A | Comments |
| Change - Are Change Categorization and Prioritization Rules, Configuration Management Plan, Integrated Change Calendar, Change Management System and Change Advisory Board noted or specified? |  |  |  |  |
| Operate - Are Security Audit, Data Backup and Recovery Strategy, Documentation Backup and Recovery Strategy, Configuration Status Accounting and Audit, Disaster Recovery (DR) Planning, Security Administration noted or specified? |  |  |  |  |
| Support - Are Problem Prioritization Rules, Incident Correlation and Trend Analysis, Capacity, Performance, and Business Metrics Reporting, Incident Database noted or specified? |  |  |  |  |
| Optimize - Are Capacity and Performance Modelling and SLA Reviews noted or specified? |  |  |  |  |
|  | | | | |
| **5) Requirements Document** | **Yes** | **No** | **N/A** | **Comments** |
| Template – Correct template for the document been used? |  |  |  |  |
| Document Format Requirements – Pages numbered, structured, organised, unnecessary spaces removed? |  |  |  |  |
| Appendices - Has each appendix been uniquely identified using an alphabetic character? |  |  |  |  |
| Language and Style - Is the document understandable on first reading without the need for clarification from the document author/editor? |  |  |  |  |
|  | | | | |
| **6) Requirements Measurement** | **Yes** | **No** | **N/A** | **Comments** |
| Atomic |  |  |  |  |
| Complete |  |  |  |  |
| Consistent |  |  |  |  |
| Concise (short, sharp) |  |  |  |  |
| Feasible (Realistic, Possible) |  |  |  |  |
| Unambiguous |  |  |  |  |
| Testable |  |  |  |  |
| Prioritised |  |  |  |  |
| Understandable |  |  |  |  |

Document details

|  |
| --- |
| Overall Comments |
|  |
| **Reviewer Name:** |

Project Information

|  |  |
| --- | --- |
| **Organisation** | *<<Organisation Name>>* |
| **Project Sponsor** | *<<Sponsor Name>>* |
| **Project Name** | *<<Project Name>>* |
| **Project Number** | *<<Project ID>>* |

Reviewer and Approval

The content of this document is hereby agreed to and approved by:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
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|  |  |  |  |

Contact for enquiries

If you have any questions regarding the information in this document, please forward details to following contact point:

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