



# business analysis

think differently

## Requirement Traceability Matrix Checklist <<Project Name>>

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with Company Logo>

Status Draft / Issued  
Monday, 2 March 2020

Business Analysis (BAPL)

Improve | Innovate | Digitise

## Document details

### Project Information

Organisation	<< Organisation Name >>
Project Sponsor	<< Sponsor Name >>
Project Name	<< Project Name >>
Project Number	<< Project ID >>

### Contact for enquiries and proposed changes

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

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### Version History

Version	Date	Changed By	Nature of Amendment
0.01	8 July 2020	Business Analysts Pty Ltd	Initial document creation

### Review and Approval

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

Name	Position	Signature	Date

### Distribution List

It is the responsibility of those listed below to help ensure their resources are aware of changes detailed in this document for compliance purposes.

Name	Position

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***The text mentioned below is to be used as a reference guide while completing this document. Remove this section/page after completing/before-publishing this document.***

- a) The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
- b) This template is designed for the author of the Requirement Traceability Matrix to make sure the matrix is ready for review.*
- c) Additional sections can be added if required.*
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- g) Do not forget to update the table of contents figures and caption tables (Reference tab in MSWord) once the document is complete.*
- h) Introduce naming conventions as required for traceability purposes.*

## Checklist Instructions

*The Requirement Traceability Matrix (RTM) author should use this checklist to make sure the RTM is ready for review. The reviewer is to use this checklist to provide consistent feedback to the author. The comments area should be used to provide examples of any inconsistencies found.*

	Yes	No	N/A
<b>Template</b>			
Has the correct template for the document been used?	<input type="checkbox"/>	<input type="checkbox"/>	
Version number (Note that draft versions of the document will have version numbers that are less than 1.00, v0.01, v0.02, v0.03. The first formally issued version will be numbered v1.00. Minor document version changes will have the decimal component of the number incremented. Major document version changes will have the integer component of the number incremented).	<input type="checkbox"/>	<input type="checkbox"/>	
Has the version control information been completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the introduction information been completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all the stakeholders been identified clearly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Document Format Requirements</b>			
All pages must be numbered.	<input type="checkbox"/>	<input type="checkbox"/>	
If figures, tables, diagrams and pictures are used these must be numbered.	<input type="checkbox"/>	<input type="checkbox"/>	
Document language must be set to English (Australia) to ensure correct spell checking in MS Word. The document must be checked for spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	
Has the template been modified to suit author needs and project requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the traceability between requirements, processes and use cases been adjusted to suit author and project needs?	<input type="checkbox"/>	<input type="checkbox"/>	
If a section is not populated or <i>Not Applicable</i> , has an adequate explanation as to why been provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Has all unnecessary white space been removed? e.g. only single spaces after a period and single carriage returns between paragraphs	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Information and RTM Usage Guide</b>			
Is the project information populated with organisation, sponsor, project name and number?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the review and approval stakeholders listed?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the requirements traceability matrix been reviewed and approved by key stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the RTM usage guide been adjusted to suit author and project requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Requirement Description</b>			
Has the requirements been written in accordance to best practice like the Business Analysis Body of Knowledge (BABOK) or organisational methodology?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the type of requirements (Business, Stakeholder, Functional etc) been described to an appropriate level?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the requirements have a derived actor/source?	<input type="checkbox"/>	<input type="checkbox"/>	
Do requirements have an assigned owner?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a status attributed to the requirement for example draft, reviewed, approved, design, built etc?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an assigned requirement priority for example using the MoSCoW method?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a complexity metric assigned to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any risks captured against requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Are any issues to stability recorded against requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any urgency classifications captured against requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have key dates been recorded against requirements?	<input type="checkbox"/>	<input type="checkbox"/>	

When required has acceptance criteria's been used to further explain requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Traceability</b>			
Have requirements been classified correctly into types (business, functional, non-functional) or categories (security, performance, availability)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all business requirements been traced to a business process?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all stakeholder requirements been traced to a business requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all non-functional requirements been traced to a stakeholder or business requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all business processes been traced to a use case?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all functional requirements been traced to either a business, stakeholder requirement or use case?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments</b>			
<b>Reviewer Name</b>			