



# business analysis

think differently

## Requirements Quality Assurance Checklist <<Project Name>>

<Delete and Replace  
with Company Logo>

Status Draft / Issued  
Monday, 2 March 2020

Business Analysis (BAPL)

Improve | Innovate | Digitise

**75%**

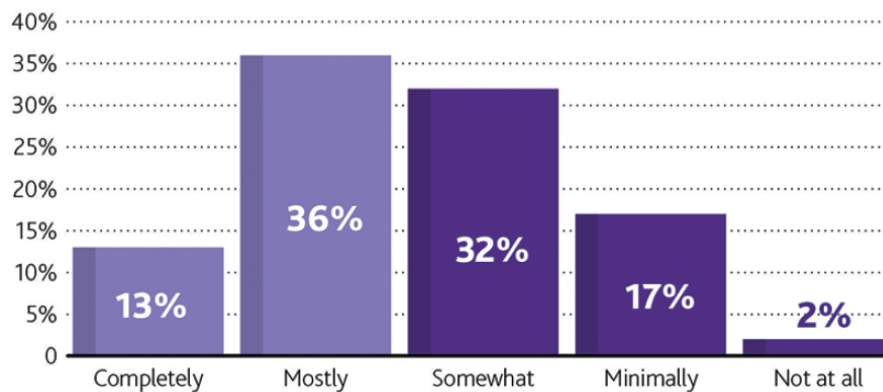
*"Organizations surveyed waste over one in three dollars spent in IT development and implementation annually as a result of poor requirements maturity."*

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

**47%**

*"Unsuccessful projects fail to meet goals due to **poor requirements**"*

**49%**

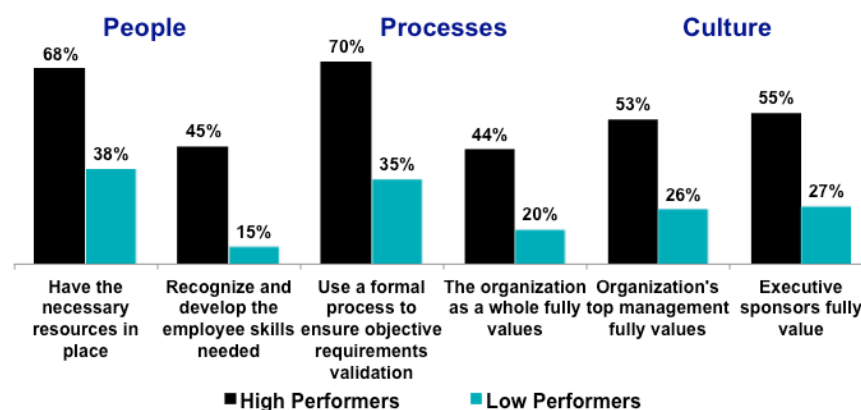


*"Less than half of organizations **have the necessary resources** in place to properly perform business analysis and **requirements management**"*

**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:

3. It will **assist you**, in determining whether the requirements are documented according to international standards, thus **highlighting requirements gaps early**.
4. It will **assist you**, in picking up mistakes early, thus **reduce negative impacts (rework)** on development, testing and outcomes.
5. 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:

6. This checklist is based on **international Business Analysis and Quality Standards**:
  - a) IIBA® - BABOK®,
  - b) PMI® - BA Practitioners Guide©
  - c) ISO®/IEC CD 25010: Software engineering – Software product Quality Requirements and Evaluation (SQuaRE)
7. V-Model (Software Development)
8. TOGAF® Architecture Development Method (ADM) ©
9. It's highly recommended to **fill in the "Comments" column**, especially for the assurance questions that has been identified as "N/A".
10. This checklist can be used **during** a requirements management life cycle, or **post** project/program for lessons learned purposes.
11. 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Business Requirements traced to Benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have requirements been identified in accordance with a unique requirement identifier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Business Requirements aligned with the organisations' architecture scope and Architecture Requirements Management process (TOGAF)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are requirements clear and unambiguous?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all requirements independent of each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Stakeholder Requirements	Yes	No	N/A	Comments
Are all the User Requirements / Stakeholder Requirements traced to Business Requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Processes - Has each process been traced back to the business process framework or value chain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have requirements been identified in accordance with a unique requirement identifier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Processes - Can each process related requirement be traced to a process task, and does every process task have traceability to a requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Business Processes - Are all diagrams clear and understandable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Business Processes documented using international standard notations (BPMN/EPC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.1) Solution Requirements - FUNCTIONAL:	Yes	No	N/A	Comments
Are all the Functional – (Presentation, Logical, and Data) Tier Requirements traced to Stakeholder Requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graphical User Interface (GUI) - Have all the user interfaces necessary to meet the required information and functional requirements specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have requirements been identified in accordance with a unique requirement identifier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reports - Have all required reports been specified in terms of which entities are required and which attributes of the entities are required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reports - Are the reports at a requirements level (as opposed to a design level) with only the information requirements presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a class or entity diagram been created?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have DATA FLOW DIAGRAMS (DFD) been used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the data cleansing, conversion and migration requirements been clearly defined or has a reference been made to an alternate requirements specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Characteristics and Categorization documented? (Static Data, Dynamic Input Data, Dynamic Output Data, Internally Generated Data)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Constraints, Retention and Storage requirements documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Frequency of Data update and processing documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3.2) Solution Requirements – NON- FUNCTIONAL:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all the Non Functional Requirements traced to User/Stakeholder Requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have Availability requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have Compatibility requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have Functionality requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Maintainability requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have Performance Efficiency requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have Portability requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have Reliability requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Scalability requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Security requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Usability requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Certification requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Compliance requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Localisation requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Service Level Agreements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*
Have Extensibility requirements been captured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Support - Are Problem Prioritization Rules, Incident Correlation and Trend Analysis, Capacity, Performance, and Business Metrics Reporting, Incident Database noted or specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Optimize - Are Capacity and Performance Modelling and SLA Reviews noted or specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Requirements Document	Yes	No	N/A	Comments
Template – Correct template for the document been used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document Format Requirements – Pages numbered, structured, organised, unnecessary spaces removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appendices - Has each appendix been uniquely identified using an alphabetic character?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Language and Style - Is the document understandable on first reading without the need for clarification from the document author/editor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) Requirements Measurement	Yes	No	N/A	Comments
Atomic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concise (short, sharp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Feasible (Realistic, Possible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unambiguous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prioritised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understandable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Document details

Overall Comments
<b>Reviewer Name:</b>

## Project Information

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

## Reviewer and Approval

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

Name	Position	Signature	Date

## 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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