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Solution Requirements Checklist
<<Project Name>>

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Document details

Project Information

Organisation	<< Organisation Name >>
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Version History

Version	Date	Changed By	Nature of Amendment
1.00	24 May 2012	BAPL	Initial document creation
1.01	30 May 2012	Business Analysts Pty Ltd	Standardise document style
1.02	5 June 2012	Business Analysts Pty Ltd	Minor updates to style
1.03	15 July 2020	Business Analysts Pty Ltd	Minor updates for CoE inclusion

Contributors, Reviewers and Signatories

The following people were involved in finalising the document:
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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 Functional Requirements Specification (FRS) or the Solution Requirements to make sure the FRS is ready for review.

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h) Introduce naming conventions as required for traceability purposes.

Checklist Instructions

The Functional Requirements Specification (FRS) author should use this checklist to make sure the FRS is ready for review. The review 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. This checklist can also be use as the basis of a structured walkthrough with the author and the reviewer.

Note: **Functional Requirements** describe the capabilities that a solution must have in terms of the behaviour and information that the solution will manage.

Functional requirements can be written in various formats as displayed below:

Standalone Statements	Acceptance Criteria
The solution shall validate the customer Personal Identification Number **[action]** once provided **{condition}** The ability for the system to validate a customer's Personal Identification Number **[action]**	Given the customer has been requested to enter their Personal Identification Number **{**_pre_-**condition}** When the customer enters the Personal Identification Number **{condition}** *(trigger)* Then the system will validate this number is correct **[action]** *(result)*

Non-Functional Requirements relate to aspects of the solution which allow it to operate effectively

- Specify **How** a system performs a certain function
- How a system should behave and what limits there are on its functionality.

Format: Can be in stand-alone statements or as part of user stories.

Examples:

Standalone Statements	User Story
• Modified data in a database should be updated for all users accessing it within 2 seconds • The process must finish within 3 hours so data is available by 8 a.m. local time after an overnight update. • Each page must load within 2 seconds.	As a product owner, I want all pages to load in under 2 seconds, so customers searches are converted.

	Yes	No	N/A
Template			
Has the correct template for the document been used?	☐	☐	
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).	☐	☐	
Has the version control information been completed correctly?	☐	☐	

Has the introduction information been completed correctly?	☐	☐	
Have all the stakeholders been identified clearly?	☐	☐	
Document Format Requirements			
All pages must be numbered.	☐	☐	
If figures, tables, diagrams and pictures are used these must be numbered.	☐	☐	
Document language must be set to English (Australia) to ensure correct spell checking in MS Word. The document must be checked for spelling mistakes.	☐	☐	
If a section is not populated or *Not Applicable*, has an adequate explanation as to why been provided?	☐	☐	
Has all unnecessary white space been removed? eg. only single spaces after a period and single carriage returns between paragraphs	☐	☐	
Use Cases			
Has each use case been traced back to a business process?	☐	☐	
Are all use cases clear and understandable?	☐	☐	
Functional Requirements			
Unambiguous The requirement must be understood by the reader • Use of acronyms with no reference to a glossary may confuse the reader • Having a "non-subject matter expert" read the requirements is a good test of ambiguity	☐	☐	
Testable (Verifiable) A requirement must contain enough detail for it to be tested (i.e. a test should either pass or fail) • Avoid using unmeasurable words such as *faster, better, variable, user friendly, durable, many, flexible, easy-to-use, intuitive*	☐	☐	
Clear (Concise, Terse, Simple, Precise) Don't use unnecessary words within the requirements • Strive to use fewer words to specify the requirement accurately	☐	☐	
Correct The requirement should specify some fact or truth			
Understandable The reader must be able to easily work out the intent of the requirement. • The use of standard phrasing can assist business analyst in writing requirements. This standard phrasing can aid the reader to concentrate on the requirement content • The requirement should be grammatically correct with correct spelling			
Feasible (Realistic, Possible) It is important that the requirement is feasible to be implemented • The requirement should be reasonable (i.e. it should be possible to implement a requirement within the known scope, budget, and constraints of the project)			
Independent The requirements should stand alone • It can be confusing to the reader if a requirement is directly dependent on other requirements for interpretation and understanding			
Atomic The requirement should consist of only one requirement • Multiple requirements should be broken into separate requirement statements			
Necessary Superfluous requirements should be removed • If the requirement cannot be traced back to a business process, then requirement may not be fulfilling a specific business goal and therefore is not necessary.			

• Traceability matrix can assist with this quality check			
Implementation-free (abstract) Requirements should be free of unnecessary design and implementation information, so not to confuse the reader • Some design and implementation information must be included towards the development and testing phase			
Consistent Requirements should use consistent phrasing, terminology and language • There should not be any conflicts between requirements			
Non-redundant Requirements should not repeat information or overlap in content			
Complete A requirement or group of requirements should cover the entire scope of the project, release or whatever other requirements "grouping" is relevant			
Interfaces			
Have all the software and hardware interfaces necessary to meet the required information and functional requirements specified?	☐	☐	
Data Requirements			
Has a class diagram been created?	☐	☐	
Has the data cleansing, conversion and migration requirements been clearly defined or has a reference been made to an alternate requirements specification?	☐	☐	
Quality of Service (Non-Functional)			
Have all non-functional requirements been captured?	☐	☐	
Reports			
Have all required reports been specified in terms of which logical entities are required and which attributes of the entities are required?	☐	☐	
Are the reports at a requirements level (as opposed to a design level) with only the information requirements presented?	☐	☐	
Appendices			
Has any information not directly required within the Business Requirements Specification been included as an appendix rather than embedded within the specification?	☐	☐	☐
Has each appendix been uniquely identified using an alphabetic character?	☐	☐	☐
Language and Style			
Have the words *should*, *may* and *could* been avoided to inadvertently denote priority?	☐	☐	
Have the words *good*, *better*, *more*, *fast*, *efficient*, *usually*, *never*, *sometimes, relevant* and *appropriate* been avoided to inadvertently prevent explicit verification?	☐	☐	
Is the document understandable on first reading without the need for clarification from the document author/editor?	☐	☐	
Is all information clearly written (the language is direct and economical and every word counts)?	☐	☐	

Comments

Reviewer Name: