# Requirements QC Review Checklist

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| **For Assessment of: <Project Name>**  **PRT #: <PRT Number>** | | |
| Reviewer Name |  | |
| Date Reviewed |  | |
| Project Business Analyst (BA) Name |  | |
| System Requirement | Document Name: | |
| Version | Revision Date |
| Software Requirement Specification (SRS) | Document Name: | |
| Version | Revision Date |
| Instructions | **Project BA:** For all questions marked as ‘N/A’ please provide an explanation either under the question or as a general note within this review document.  **Reviewer:** For all questions you mark as ‘N’ please provide an explanation either under the question or as a general note or provide a marked up version of the Project System Requirements and/or SRS with your redlines, comments and/or questions. | |
| General Project BA Notes |  | |
| General Reviewer Notes |  | |
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|  | **System Requirements Review Questions** | Project  BA  (Y,N,N/A) | Reviewer  (Y,N,NA) |
| --- | --- | --- | --- |
|  | **Major System Capabilities** |  |  |
|  | Have Major System Capabilities been defined? |  |  |
|  | Can the Major System Capabilities be accomplished within FDOT infrastructure? |  |  |
|  | Are there special batch and/or online response time requirements? If yes, have the response time requirements been clearly defined? |  |  |
|  | **Major System Conditions** |  |  |
|  | Have Major System Conditions been defined? |  |  |
|  | **System Interfaces Requirements** |  |  |
|  | Have System Interfaces requirements been defined? |  |  |
|  | Have external system interfaces relationships and dependencies been clearly defined? |  |  |
|  | Have internal/enterprise systems interface relationships and dependencies been clearly defined? |  |  |
|  |  |  |  |
|  | **System User Characteristics Requirements** |  |  |
|  | Have System User Characteristics been defined? |  |  |
|  | Have internal FDOT user types been described/defined? |  |  |
|  | Have non-FDOT (external) user types been described/defined? |  |  |
|  | **Policy and Regulations Requirements** |  |  |
|  | Are there policies/procedures impacted by this project identified? |  |  |
|  | Are the office(s) responsible for defining and/or changing the policies/procedures been identified? |  |  |
|  | Are there regulations impacted by this project identified? |  |  |
|  | Are the office(s) responsible for defining and/or changing the regulations been identified? |  |  |
|  | **Security Requirements** |  |  |
|  | Have security requirements been defined? |  |  |
|  | Is the data known to be ‘sensitive’, ‘exempt’ or ‘confidential and exempt’ been defined? |  |  |
|  | **Training Requirements** |  |  |
|  | Have training requirements been identified? |  |  |
|  | Do the training requirements describe when the training will be conducted? |  |  |
|  | Do the training requirements identify the types of people that will need training? |  |  |
|  | Has the office responsible for developing the training been defined? |  |  |
|  | Has the office responsible for delivering the training been defined? |  |  |
|  | **Initial Capacity Requirements** |  |  |
|  | Have initial capacity requirements been defined? |  |  |
|  | **Initial System Architecture Requirements** |  |  |
|  | Has the Hardware, software, programming language, tools and operating system been defined? |  |  |
|  | If specialized hardware or software been identified, is the timeline to obtain the hardware/software been defined? |  |  |
|  | Have the possible data and/or database platforms been defined? |  |  |
|  | **System Acceptance Criteria** |  |  |
|  | Has the system implementation success criteria been defined? |  |  |
|  | Has conversion success criteria been defined? |  |  |
|  | **Current System Analysis Requirements** |  |  |
|  | Will current system analysis be performed? |  |  |
|  | Have current business process flows been defined? |  |  |
|  | Have internal/enterprise system interfaces for the current system been defined? |  |  |
|  | Have external system interfaces for the current system been defined? |  |  |
|  | Have current internal/external users and/or user roles been defined? |  |  |

This section of the checklist will address the Software Requirements Specification (SRS) and requirements traceability matrix (RTM)

|  | **Software Requirements Specification (SRS) Review Questions** | Project  BA  (Y,N,N/A) | Reviewer  (Y,N,NA) |
| --- | --- | --- | --- |
|  | **Business Process Model** |  |  |
|  | Has the business process model been defined? |  |  |
|  | Does each business process have a clear definition of the process? |  |  |
|  | Are the relationships between business processes defined? |  |  |
|  | Is there a business process flow defined? |  |  |
|  | **Business/Functional Requirements** |  |  |
|  | Are the requirements understandable and specified clearly enough to be turned over to an independent group for system design? |  |  |
|  | Is each business requirements uniquely identified |  |  |
|  | Is each functional requirements uniquely identified? |  |  |
|  | Do the requirements avoid specifying the design? |  |  |
|  | Is each business/functional requirement testable? |  |  |
|  | Is it possible to implement each and every business/functional requirement? |  |  |
|  | Do all the requirements avoid conflicts with other requirements? |  |  |
|  | Are there any redundant business requirements? |  |  |
|  | **SRS General Questions Requirements** |  |  |
|  | Is the SRS ‘reading level’ grade at least 10th grade or lower. There is a Microsoft Word feature under Spelling/Grammar, Flesch-Kincaid Grade Level. |  |  |
|  | Are the business/functional requirements free of any weak words or phrases?  Weak phrases are words like “adequate”, “as appropriate”, “as applicable”, “but not limited to”, “normal”, “if practical”, “timely”, and “as a minimum.” |  |  |
|  | Are the business/functional requirements free of any optional phrases? Optional phrases consist of “can”, “may”, and “optionally.” |  |  |
|  | Provide a count of how many TBA (to be added) or TBD (to be decided) abbreviations used in the document. Is the document void of all TBA and TBD type areas? |  |  |
|  | Are the areas of incompleteness clearly specified when information is not available? |  |  |
|  | Are all figures, tables, and diagrams labeled in a descriptive manner? |  |  |
|  | Are all figures, tables, and diagrams referenced within the document? |  |  |
|  | Does the SRS contain or reference a glossary of terms? |  |  |
|  | Are the requirements specified at a consistent level of detail? |  |  |
|  | Should any requirements be specified in more detail? - explain a ‘Y’ answer |  |  |
|  | Should any requirements be specified in less detail? – explain a ‘Y’ answer |  |  |
|  |  |  |  |
|  | **Requirement Traceability Matrix (RTM)** |  |  |
|  | Does the RTM show each requirement traced to its origin or source, such as a baseline scope document or scope section in the project plan. |  |  |
|  | Is each requirement identified such that it facilitates referencing of each requirement in future development and enhancement efforts? |  |  |
|  | Does the SRS contain only those Requirements that have been included within the scope of this project? |  |  |
|  | Are all scope requirements represented by at least one business requirement or system requirement? |  |  |
|  | **Data Management Requirements** |  |  |
|  | Have archive requirements been defined? |  |  |
|  | Have purge requirements been defined? |  |  |
|  | Have history requirements been defined? |  |  |
|  | Have audit requirements been defined? |  |  |
|  | Has a conceptual data model been defined? |  |  |
|  | Does the conceptual data model contain table names and table descriptions? |  |  |
|  | Are the major integrity constraints defined for the conceptual data model? |  |  |
|  | **Initial Integration Plan Requirements** |  |  |
|  | Does the initial integration plan exist? |  |  |
|  | Was Conversion address in the plan? |  |  |
|  | Was Training addressed in the plan? |  |  |