Requirements Document Review Guidelines
Software Engineering, CSE870

Content:

• Is the document self-contained?
• Is the problem introduced and motivated?
• Is there a complete description of the product being specified? Is it easy to understand? Has all the functionality specified by the customer (per the original project specification) been addressed?
• Are the requirements logically organized? Is there a hierarchy? If so, is it easy to understand the hierarchy?
• Have all the constraints been specified?
• Have all the assumptions been documented?
• Have all dependencies been documented?
• Are there conflicting requirements?
• Are there ambiguous or implicit requirements?
• Is each requirement testable? (i.e., can you design a test to confirm the behavior?)
• Is each requirement stated clearly, concisely, and unambiguously?
• Is there unnecessary design or implementation detail included (in a requirement)?

Writing/Presentation:

• Paragraph structure: does each paragraph start with a thesis sentence? Does the body of the paragraph support the thesis sentence?

• Are there grammar errors (subject/verb agreement, tense), typos.

• Are there new terms or acronyms used before they are defined?

• Are terms and concepts used consistently throughout the document?
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