



Requirements Management checklist

You can use this checklist along with the [Requirements Management Plan](#), Requirements Gathering Template and [Traceability Matrix](#) available at [stakeholdermap.com](#).

- Does the project have a documented [Requirements Management Plan](#)?
- Does the project have a [Requirements Traceability Matrix](#) to manage and trace [requirements](#)?
- Have the [requirements](#) for the project been entered into the matrix?
- Have those responsible for managing [requirements](#) been trained on the matrix and procedures?
- Have both product and project requirements been defined?
- Have both functional and technical requirements been defined?
- Have performance [requirements](#) been defined and documented?
- Have requirement dependencies been identified and documented?
- Have assumptions and constraints been communicated to the [project stakeholders](#)?
- Have measures to determine status of [requirements](#) been agreed upon and documented?
- Are [requirements](#) documented in a way that everyone affected by them understands them?
- Is each [requirement](#) testable?
- Are adequate processes and metrics in place to help ensure [requirement](#) delivery is successful?
- Have all [requirements](#) been traced back to their source?
- Have all [requirements](#) been traced forward to design, development, testing, and implementation?
- Do any [requirements](#) conflict with or duplicate other [requirements](#)?
- Have you identified all hardware, software, and communication interfaces?