

7 Steps to Better Validation of Requirements

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- 1 Identify assumptions as soon as possible and communicate them to the stakeholder to clarify the future state.

- 2 Reduce the assumptions for stakeholder's expectations. Try not to creatively fill gaps in understanding and information.

- 3 Pay attention at the confirmation of the elicitation results. Try to understand expectations and assumed benefits from the client side that are not clearly stated.

- 4 Define specific evaluation criteria approved by the client for the implementation of the solution. These criteria and metrics will help you validate the deliverables concerning the requirements before you finally submit them for approval.

- 5 Check the alignment of the requirements set and designs with the solution scope. (In a Change Request, the initial solution scope is changed.)

- 6 Perform regular reviews with stakeholders before the final requirements document is submitted for official review.

- 7 Perform document analysis to gather background information to understand the context of a business need.