Effective Requirements Verification and Validation Checklist

*contributed by George Sioutzos*

Instruction: Keep in mind the high-level requirements and then evaluate each requirement using this checklist.

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| Verification | |
| Is the requirement capable of being understood independently? |  |
| Does the requirement contain all the necessary information, given the phase of the project? |  |
| Are there no conflicts with other requirements? |  |
| Can the requirement be implemented in the agreed-upon risk, schedule  and budget? |  |
| Does every stakeholder who reviewed the requirement understand it? |  |
| Is the common agreed-upon terminology used? |  |
| Is the requirement written in short and understandable sentences? |  |
| Is the requirement prioritized? |  |
| Can specific test cases, that cover all the aspects of the requirements,  be formatted? |  |
| Validation | |
| Is the requirement aligned with the overall business goals? |  |
| Will the implemented requirement provide value to the stakeholders? |  |
| Does the requirement contribute to the implementation of the desired  future state? |  |
| Are there no requirement assumptions that may lead to stakeholder dissatisfaction when they use the final solution? |  |
| Can the success of the requirement implementation be measured? |  |