

## ***SOFTWARE QUALITY & SYSTEMS ENGINEERING PROGRAM***

### ***Requirements Management Checklist***

The following checklist is intended to provide system owners, project managers, and other information system development and maintenance professionals with guidance in identifying and planning requirements management activities. The checklist reflects recognized requirements management activities to be performed throughout the information systems project lifecycle.

Requirements management is generally characterized as a process for establishing an understanding between the customer and the project staff about the requirements that will be addressed by the project.

The objectives of requirements management are summarized as the following:

- Establish baseline system requirements from which to develop and control the project.
- Ensure the traceability of lifecycle activities (design, testing, etc.) to the requirements.
- Provide a consistent method for reviewing, documenting, and changing the system requirements.

*Note: The degree to which the following requirements management activities are applied may vary with the nature, scope, size and complexity of a project.*

Requirements Management Checklist	SEM Reference	Comments
<input type="checkbox"/> Project requirements are controlled by establishing a baseline for systems engineering and management use.	Chapter 3.0 Develop High-Level Project Requirements Chapter 4.0 Establish Functional Baseline	
<input type="checkbox"/> Project requirements are managed according to a written organizational policy.	Chapter 3.0 Develop High-Level Project Requirements Chapter 4.0 Select Requirements Analysis Technique Define Project Requirements Establish Functional Baseline	
<input type="checkbox"/> Responsibility for analyzing and allocating project requirements is established.	Chapter 3.0 Develop High-Level Project Requirements Chapter 4.0 Select Requirements Analysis Methodology Define Project Requirements Compile Project Requirements Establish Functional Baseline	
<input type="checkbox"/> Allocated requirements are documented.	Chapter 3.0 Develop High-Level Project Requirements Chapter 4.0 Define Project Requirements Develop Requirements Traceability Matrix Establish Functional Baseline	

Requirements Management Checklist	SEM Reference	Comments
<input type="checkbox"/> Adequate resources and funding for managing the allocated requirements are provided.	Chapter 3.0 Determine Project Feasibility	
<input type="checkbox"/> Project team and other related staff are trained to perform requirements management activities.		
<input type="checkbox"/> Plans, products, and activities are kept consistent with project requirements.	Chapter 4.0 Develop Requirements Traceability Matrix Establish Functional Baseline Revise Project Plan	
<input type="checkbox"/> The project team reviews all allocated requirements before incorporation into the project.	Chapter 4.0 Revise Project Plan Conduct Requirements Definition Stage Exit	
<input type="checkbox"/> The project team uses the allocated requirements as the basis for project plans, work products, and activities.	Chapter 3.0 Develop High-Level Project Requirements Chapter 4.0 Develop Requirements Traceability Matrix Establish Functional Baseline Revise Project Plan	
<input type="checkbox"/> Requirements changes are reviewed and incorporated into the project.	Chapter 4.0 Establish Functional Baseline	
<input type="checkbox"/> Measurements are developed to determine the status of requirements management activities.	Chapter 4.0 Develop Requirements Traceability Matrix Establish Functional Baseline	

<b>Requirements Management Checklist</b>	<b>SEM Reference</b>	<b>Comments</b>
<input type="checkbox"/> Requirements management activities are reviewed periodically with senior management.	Stage Exit Process Guide	
<input type="checkbox"/> Requirements management activities are reviewed with the project manager/leader both periodically and as needed.	Chapter 4.0 Conduct Requirements Definition Stage Exit	
<input type="checkbox"/> In-Stage Assessments of requirements management activities and work products are performed.	Chapter 4.0 Conduct In-Stage Assessment Appendix D	
<input type="checkbox"/> A documented procedure exists for managing requirements changes.	Chapter 4.0 Establish Functional Baseline	
<input type="checkbox"/> Requirements are traced throughout the project lifecycle to the final work products.	Chapter 4.0 Develop Requirements Traceability Matrix	

## ***REFERENCES***

The following resources can be referenced for additional information on Requirements Management practices and procedures. Note: This checklist is in compliance with Software Engineering Institute guidance and most standards.

### **Systems Engineering Methodology**

**Software Engineering Institute's Software Capability Maturity Model (SEI CMM)**  
Requirements Management is a Key Process Area in Level 2 of the Model.

**Institute of Electrical and Electronic Engineers (IEEE)**  
The IEEE Guide to Software Requirements Specifications.

**Organization for Standardization (ISO)**  
ISO 9001.