

Requirements quality review checklist

Use this checklist to review one requirement or a small set. Mark each check complete, needs discussion or not applicable. Record a decision and assign unresolved questions.

Requirement ID and version

Reviewer and review date

Review checks

Write C for complete W for work needed N for not applicable

Status	Check
	User or business need identified
	Source and supporting evidence recorded
	Assumptions clearly marked
	Actor behaviour or output clear
	Conditions and boundaries clear
	Ambiguous terms explained
	Dependencies and conflicts reviewed
	Observable review or test approach agreed
	Ownership and decision authority identified
	Unresolved questions assigned an owner
	Revision and decision recorded

Actions and follow up

Use the space below to record what remains unresolved who will act and when the item will be reviewed. Add rows or extend the response space in the Word version as needed.

Question owner next action and due date

Decision to proceed revise or investigate

Reason and conditions

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