

Checklist for Documenting Requirements

- Organize your text into short, direct sentences.
- Organize sentences into short paragraphs that have a single focus or point to cover.
- Organize the requirements in the requirements document so they are easy to locate, and related requirements are co-located in the document.
- The requirements must be written in a way that allows them to be understood by all of the stakeholders.
- The requirements should focus on the “what” not the “how” (solution).
- The requirement should be modifiable. The requirement can be modified without negatively impacting another requirement. Changes to the requirements document can be made easily, completely, and consistently.
- Ensure each statement is testable.
- Bulleted and numbered lists are effective, but don’t use bullet points in place of complete sentences.
- Make proper use of grammar, spelling, and punctuation. Avoid redundancy and informal terms.
- Write in the active voice.
- Avoid abbreviations and acronyms. Spell it out.
- Understand and make proper use of past, present and future tenses.
- Define technical terms when used and avoid assumptions.
- Establish and employ a standard linguistic method of describing a requirement, and use it consistently for all requirements.
- Avoid qualitative words such as “improved” and “faster”. Exemplify using quantifiable metrics.
- Write all requirements with the same, consistent level of detail.