Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Does the project have a documented requirements management plan?
	Does the project have a tool used to manage and trace requirements?
	Have the requirements for the project been entered into a system used to manage requirement?
	Have those responsible for managing requirements been trained in the appropriate procedures and how to use the project's requirement management tool?
	Have both product and project requirements been defined?
	Have both functional and technical requirements been defined?
	Have performance requirements defined and documented?
	Have requirement dependencies been identified and documented?
	Have assumptions and constraints been clearly documented and communicated to stakeholder?
	Have measures to be used to determine status of requirements been agreed upon and documented?
	Have additional performance measures and/or objectives been agreed upon and documented?
	Are requirements documented in a way that everyone affected by them understands them?
	Is each requirement testable?
	Are adequate processes and metrics in place to help ensure requirement delivery is successful?
	Have requirements been entered into a requirements management tool?
	Have all requirements been traced back to their source?
	Have all requirements been traced forward to design, development, testing, and implementation?
	Has it been validated that no requirement conflicts with or duplicated other defined requirements?
	Have you identified all external hardware, software, and communication interfaces?