# Requirements Checklist for Software Development

## 1. General Understanding

- Have you clearly defined the purpose of the software?

- Have you identified the problem the software will solve?

- Have you confirmed the project’s goals and objectives with stakeholders?

## 2. Stakeholder Requirements

- Have you identified all stakeholders (e.g., end-users, clients, management)?

- Have you gathered input from stakeholders about their needs and expectations?

- Have stakeholders reviewed and approved the initial requirements?

## 3. Functional Requirements

- Have you listed all the functionalities the software must perform? (Example: 'Allow users to log in with a username and password.')

- Have you documented how the software should respond to user actions? (Example: 'Show an error message if login credentials are incorrect.')

- Have you prioritised functional requirements based on stakeholder needs?

## 4. Non-Functional Requirements

- Have you defined performance criteria (e.g., speed, scalability)? (Example: 'The system should load within 2 seconds for 90% of users.')

- Have you outlined security requirements (e.g., encryption, authentication)? (Example: 'Passwords must be stored using hashing algorithms.')

- Have you specified reliability and availability metrics? (Example: 'System uptime must be at least 99.9%.')

- Have you included usability requirements (e.g., ease of navigation)? (Example: 'The interface must be accessible for users with disabilities.')

## 5. Data Requirements

- Have you identified the types of data the software will process? (Example: 'Customer names, addresses, and order history.')

- Have you documented how the data will be stored and retrieved? (Example: 'Data must be stored in a relational database.')

- Have you defined privacy requirements to protect user data? (Example: 'Comply with GDPR for user data storage and handling.')

## 6. System Requirements

- Have you specified hardware requirements (e.g., servers, devices)?

- Have you identified software dependencies (e.g., frameworks, libraries)?

- Have you detailed integration requirements with other systems? (Example: 'The system must integrate with the existing CRM tool.')

## 7. Constraints

- Have you documented time constraints for the project? (Example: 'The MVP must be delivered within 3 months.')

- Have you identified budget constraints?

- Have you outlined any technical limitations? (Example: 'Must operate on devices with limited storage.')

## 8. Validation and Review

- Have you validated the requirements with stakeholders?

- Have you ensured the requirements are clear, measurable, and achievable?

- Have you created a traceability matrix to link requirements to project goals?

- Have you obtained formal approval for the finalised requirements document?

## Final Check

- Are all requirements documented in a clear and structured format?

- Are requirements free of ambiguity (e.g., avoiding terms like 'user-friendly')?

- Are requirements testable to verify implementation?