

Requirement quality checklist

A one-page review for Product Owners, Business Analysts, QA Engineers and Delivery Managers. Use one copy per requirement, before it is approved for delivery.

Requirement	Reviewer	Date
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How to use it. Mark each check Yes, No or Not applicable. Every No becomes a fix, an owned open question, or a recorded decision to accept the risk.

1. The checklist

Quality	Check	Yes / No / N/A	Fix, question or decision
Clear	One reading only. No vague words (fast, easy, appropriate, user friendly). Every number has a unit.		
Clear	Terms mean the same thing everywhere they appear, and match the glossary or policy wording.		
Complete	Actor, trigger and outcome are stated: who does what, when, and what changes.		
Complete	Business rules include their limits and exceptions, and the owner of each rule is known.		
Complete	Failure behaviour is stated: invalid input, repeated attempts, a dependency that fails.		
Complete	Permissions are stated: who may do this, and who must not.		
Testable	Each acceptance criterion has an observable pass or fail result, without asking a clarifying question.		
Testable	Boundaries are explicit, so the values either side of each limit can be tested.		
Consistent	Conflicts with other requirements, policies or current system behaviour are resolved. Any intended change to current behaviour is stated explicitly.		
Feasible	Delivery is achievable within known technical, time and resource constraints. Assumptions are recorded, and concerns from the people who will build it are raised.		
Bounded	In scope and out of scope are both written down. Dependencies are named.		
Owned	The requirement has an owner. Decisions are recorded with who made them and why.		
Owned	Every open question has an owner and a due date.		

2. Review decision

A suggested outcome for your own review process. It is not a ReqLens status.

Outcome	Use when	Tick
Ready	Every check is Yes or Not applicable.	
Ready with conditions	Remaining items are written down, each with an owner and a due date, and a named reviewer explicitly accepts the conditions and the remaining risk.	
Not ready	A rule, failure behaviour or acceptance criterion is still unknown or contested, or delivery is not feasible as written.	

Decided by	Conditions, owners and accepted risk
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