

Requirements tool evaluation checklist

A fair, vendor-neutral way to score any requirements management tool against the needs of Product Owners, Business Analysts, QA Engineers and Delivery Managers. Use one copy per tool.

Tool and plan evaluated		Evaluator		Date	
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How to score. 0 = missing. 1 = partial or manual. 2 = built in and shown working in the demo. Set a weight (1 to 3) for each row **before** the first demo, then weighted score = weight x score. Test with the same requirement for every tool (the refund example on page 3).

1. Scoring sheet

Criterion	What good looks like	Weight	Score	Findings and notes
Requirement quality	Improves a rough requirement: clarifies scope, surfaces missing scenarios, names decisions to make			
Acceptance criteria	Specific and testable; weak criteria flagged with a reason and a suggested fix			
Traceability	Requirement to criteria to tests to results to defects, linked by doing the work			
Change management	Edits identify affected downstream work and flag it for review; no silent rewrites			
Human review	Generated content is a proposal until accepted, edited or rejected; history is visible			
Collaboration	PO, BA, QA and DM work on the same artefact, with roles and permissions			
Exports	Full export in open formats, including your test management tool's format			
Integrations	Imports from your tracker (for example Jira or Azure DevOps); results go back			
Pricing	Clear plans and limits; data exportable if you leave			
Total weighted score				

2. Demo question log

Ask the vendor to drive the demo with your requirement. Record what was **shown**, not what was said.

#	Question	Shown in demo?	What we saw
1	What does the tool do with a rough requirement in the first five minutes?	Yes / Partly / No	
2	Show an acceptance criterion the tool considers weak, and what it suggests instead.	Yes / Partly / No	
3	Which generated items has a person approved, and which are still proposals?	Yes / Partly / No	
4	Show every test that verifies one specific acceptance criterion.	Yes / Partly / No	
5	After changing one business rule, what is flagged as affected? What changed without asking?	Yes / Partly / No	
6	Export a test suite in our test management tool's format and open the file.	Yes / Partly / No	
7	Import one item from our tracker and push a test result back.	Yes / Partly / No	
8	Show the view a Delivery Manager uses to decide release readiness.	Yes / Partly / No	
9	What is limited on each plan, and can we export everything if we stop paying?	Yes / Partly / No	

3. Worked example quick test

Requirement: As a customer, I want to request a refund for a card payment, so that I get my money back for an order I no longer want.

Illustrative business rules (assumptions added for the test, not part of the requirement): R1 refunds within 30 days of delivery. R2 refund to the original card only. R3 customers refund only their own orders. R4 no second refund of a fully refunded order. R5 refunds above a configured amount need support agent approval; refunds at or below that amount do not.

Step	Check	Pass?	Notes
Improve	Did the tool surface the gaps that R1 to R5 answer (time limit, payment method, ownership, duplicates, approval)?	☐ Yes ☐ Partly ☐ No	
Criteria	Are the proposed acceptance criteria testable? Was a vague criterion flagged with a fix?	☐ Yes ☐ Partly ☐ No	
Review	Is each proposal clearly unapproved until a person accepts, edits or rejects it?	☐ Yes ☐ Partly ☐ No	
Tests	Does each test name the criterion it verifies? Are day 30 / day 31, another customer's order, a second refund, and amounts exactly at and just above the approval threshold covered?	☐ Yes ☐ Partly ☐ No	
Trace	Can you see requirement, criteria, tests, results and defects in one view?	☐ Yes ☐ Partly ☐ No	
Change	Change R1 to 14 days. Are the affected criteria and tests flagged for review, not silently rewritten?	☐ Yes ☐ Partly ☐ No	

4. Summary and recommendation

Total weighted score	
Strongest areas	
Main concerns or gaps	
Questions to follow up	
Recommendation	☐ Shortlist ☐ Trial with a real project ☐ Not a fit

Try this example in ReqLens

Run the refund requirement through ReqLens: elaborate it, review the acceptance criteria and coverage gaps, then generate linked test cases. Start free at reqlens.com/sign-up