

## Requirements Phase Checklist

This table contains a series of questions regarding your project. Each question identifies an activity that should be undertaken while the project is in the requirements phase, or a success factor associated with an activity.

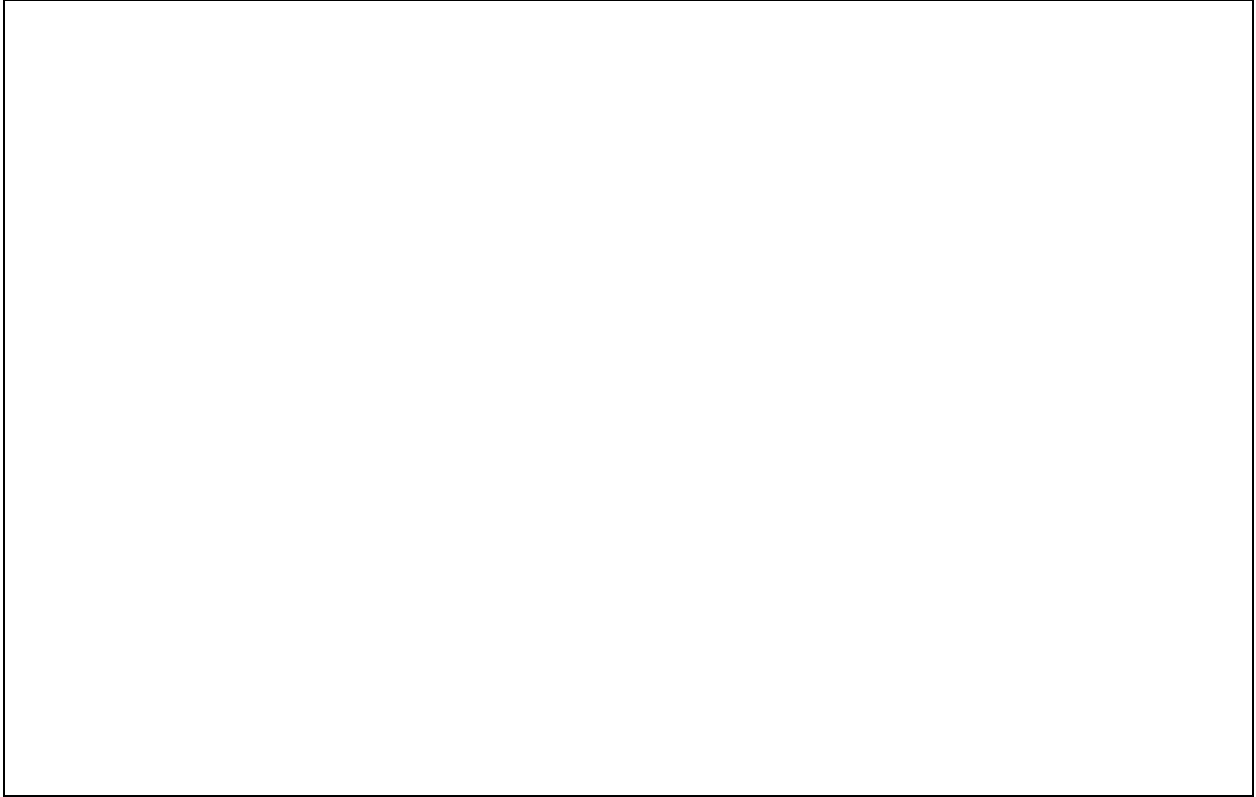
Read each question and check the appropriate right-hand column that applies to your project. Once you are finished, review the questions that you answered either “somewhat” or “no”. These may suggest that your project is at risk, because essential activities have not been planned or undertaken, or success factors are not in place. Choose from among the quality measures not in place those you feel put the project at greatest risk, and identify the actions you and others must take to reduce that risk. Use the box below the table to record this information.

Quality Measure	Yes	Somewhat	No
The project has identified and scheduled a task to define the future state, or business requirements, before proceeding to the functional specifications.			
All the necessary subject matter experts are scheduled to be involved in the development of the requirements and functional specifications.			
The project has acquired a methodology to develop the requirements and functional specifications.			
The time allocated to developing the requirements and functional specifications is less than 6 months.			
The requirements and functional specifications are being used to determine the vendors (internal and external) that will assist the project in later phases.			
The organization’s readiness to move to the “future state” has been assessed.			
The feasibility of the requirements and functional specifications has been analyzed and reported back to the project sponsor and steering committee.			
The project plan has been updated based on the requirements and functional specifications.			
A recommended “business solution”, based on the specifications and feasibility studies has been documented and delivered to the sponsor and steering committee.			
The project has confirmed that the target performance goals can be achieved.			
The project has assessed its effectiveness (process, teamwork, etc) and made improvement where necessary.			
The project has held (or has scheduled) a Requirements Phase review.			

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*The actions I need to take to ensure a Requirements Phase are:*

A large, empty rectangular box with a thin black border, intended for the user to write their actions for ensuring a Requirements Phase.