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| **Characteristics of Effective Requirements and Design Definition** |
| 1. **Verifiable⎯**Not vague or general. The requirement or design is verifiable by one of four methods: inspection, analysis, demonstration, or test. Acceptable levels of verifying fulfillment depend on the level of abstraction of the requirement or design. 2. **Unambiguous⎯**Has only one interpretation. Language used in the statement does not leave any doubt in the reader’s mind as to the intended descriptive or numeric value. 3. **Consistent⎯**Does not contradict or duplicate other requirements. The same term is used for the same item in all requirements. Also, business analysis information is aligned with stakeholder needs. 4. **Concise⎯**Stated simply and clearly. 5. **Necessary⎯**An essential capability, physical characteristic, or quality factor of the product or process. If removed or deleted, a deficiency will exist which cannot be fulfilled by other capabilities of the product or process. Free of any extraneous or unnecessary information. 6. **Feasible (attainable)⎯**Can be achieved by one or more developed system concepts at a reasonable cost, schedule, and agreed-upon risk. Minimally considered feasible enough to investigate further through experiments or prototypes. 7. **Abstract (free of implementation)⎯** States what is required, not how the requirement should be met. Requirement statement does not reflect a design or implementation approach. 8. **Standalone (complete)⎯**Does not need further amplification. 9. **Clear⎯**Terms that are vague or general are avoided. 10. **Atomic⎯**Capable of being understood autonomously of other requirements or designs. The business analysis information is self-contained. 11. **Complete⎯**Contains enough information to guide further work based on the business analysis approach, perspective and point in the lifecycle. 12. **Prioritized⎯**Is ordered or grouped by importance and value against all other requirements. 13. **Traced**⎯Business analysis information is traced among requirements (including goals, objectives, business requirements, stakeholder requirements, solution requirements, and transition requirements), solution components, visuals, business rules, and other work products and design definition are traced to other requirements, solution components, and other work products. |