

<b>Specifications &amp; Requirements - Check List</b>	<b>Status</b>
Is Software Requirement Specification document available?	<input type="checkbox"/>
Was thought given to the system administration functionality?	<input type="checkbox"/>
Was thought given to error handling?	<input type="checkbox"/>
Does the specification clearly segregate the project into phases?	<input type="checkbox"/>
Do all the phases have verifiable (and preferably undisputable) outcomes?	<input type="checkbox"/>
Are all the phases shorter than a month? (1-3 weeks is optimal)	<input type="checkbox"/>
During writing, are all unfinished parts clearly marked with (preferably red) "XXX" markers?	<input type="checkbox"/>
Does the document refer to other documents as specifically as possible? (Document title, revision, page number)	<input type="checkbox"/>
If there are interfaces, are the necessary data format specifications, API documentations all collected?	<input type="checkbox"/>
Is the maximum load, bandwidth and cpu usage estimated?	<input type="checkbox"/>
Are the security requirements specified?	<input type="checkbox"/>
Are the operation and maintenance requirements specified?	<input type="checkbox"/>
Are the education/training requirements specified?	<input type="checkbox"/>
Are the installation/migration requirements specified?	<input type="checkbox"/>
Is everything else collected? (Is there a brand manual? Color guide? Design manual? Deployment requirements? The firm's ISO procedures? Related legislation?)	<input type="checkbox"/>
Are all the items (use cases, etc) atomic, and (where possible) measureable?	<input type="checkbox"/>
Is the specification the shortest and simplest possible, while still complete? (Will it be actually read by stakeholders?)	<input type="checkbox"/>