PROJECT REQUIREMENTS GATHERING CHECKLIST TEMPLATE

ACTION	DESCRIPTION	REQUIREMENTS	PRIORITY	% of PROGRESS	STATUS	APPROVAL STATUS	DESIRED DATE	DATE RATIONALE
Project Initiation	**Basics to getting started**							
Vision Statement								
Executive Approval								
Funding Secured								
Requirements Discovery & Research	**How and where to gather requirements?**							
Identify Capture Techniques								
Identify Sources								
Requirements Analysis	**Break down discovery findings into specific, categorized requirements. Edit, remove, and add indented rows as needed to make requirements clear and actionable.**							
Functional Requirements								
Timing								
Marketing, Sales, & Service Requirements								
Technical Requirements								
Look & Feel Requirements								
Performance Requirements								
Operational Requirements								
Expectations & Boundaries								
Future/Deferred Requirements								

Use Case Analysis	How is the solution used? Paint a picture of how users experience it.							
Title - Use Case 1								
Title - Use Case 2								
Summary Plan Document	**Brief overview of key learnings -- outline for actionable project plan**							
Executive Summary								
Scope & Context								
Product Description								
Design Goals								
Feature Overview								
Mockups								
Pricing & Forecasts								
Team and Resources								
Summary Timeline								
References								