**PROJECT REQUIREMENTS CHECKLIST**

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| PROJECT NAME | PROJECT MANAGER |
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| **X** | **TASK** | **COMMENTS** | **DATE DUE** |
|  | Define the project scope. |  |  |
|  | Meet with the stakeholders to understand expectations. |  |  |
|  | Inventory available tools for requirements management. |  |  |
|  | Define the project requirements management process. |  |  |
|  | Create the project requirements management plan. |  |  |
|  | Identify and gather observations and the requirements from the stakeholders and team members. |  |  |
|  | Document the project requirements. |  |  |
|  | Publish the project requirements in an easily accessible location. |  |  |
|  | Review the requirements throughout the project. |  |  |

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