PROJECT REQUIREMENTS GATHERING CHECKLIST TEMPLATE

ACTION	DESCRIPTION	REQUIREMENTS	PRIORITY	% of PROGRESS	STATUS
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					

Try Smartsheet for FREE

APPROVAL STATUS	DESIRED DATE	DATE RATIONALE

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					

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.