

Defining software requirements

Turn real workflows into testable requirements that support both vendor selection and project acceptance.

Done

— Understand the workflows

- ☐ Identify affected teams and accountable contacts.
- ☐ Describe key workflows together, including exceptions.
- ☐ Document current problems and the improvements you want.
- ☐ Record data needs, interfaces, user roles and access permissions.

— Make requirements specific

- ☐ Give each requirement a unique reference number.
- ☐ Describe what the system must do rather than naming a preferred product.
- ☐ Limit essential criteria to genuine needs and separate preferences.
- ☐ Define a testable outcome or test scenario for each essential criterion.

— Collect evidence and approval

- ☐ Ask vendors to mark each requirement as met, partly met or not met.
- ☐ Record additional modules, custom work and extra costs for each requirement.
- ☐ Have affected teams approve the agreed scope.
- ☐ Document the version, changes and agreed incorporation into the contract.

DECISION NOTE

Clear, testable requirements are the basis for a meaningful comparison and an evidence-based acceptance decision.

Open issues / next steps

Date / owner: _____