



Requirements Elicitation Best Practices Checklist:

Use this checklist to help you through the requirements elicitation process.

- Requirements Elicitation should be driven by the project vision and project scope document.
- Build a project glossary that defines terms used by stakeholders and the project team.
- Elicit and prioritize requirements jointly with stakeholders.
- Document attributes of each requirement, including rationale.
- Provide training for participants in requirements elicitation processes and in the application domain.
- Maintain traceability.
- Adjust the development approach when requirements are not fully understood.
- Involve stakeholders throughout the project.
- Use verification and validation techniques.

Add specific best practices based on your project's life cycle, size, and complexity.

