Analysis Phase Checklist

Project Name: _____   Date: _____

The Analysis Phase seeks and documents the business problems to be solved by the project based upon the collection of requests that were grouped and initiated in the prior phase.

This checklist can be completed at any point in the project, particularly at the end of the Analysis Phase, or else any major checkpoint where significant analysis activity has been completed. The questions presume that analysis is taking place on the project, and that some form of Requirements Deliverable is being produced, even if informally.

	Score should range from 0 (No) to 10 (Yes).	Score (0-10)
1.	Has analysis defined and clarified the *business* problem to be solved and the rationale that determines the importance and value of the solution to the business?	
2.	Has analysis described *what* needs to happen in order to solve the defined problem; and the criteria that should be used to determine if the project reaches successful implementation?	
3.	Has analysis included data requirements, including new data elements, changes to data definitions, or new or revised relationships among data?	
4.	Has analysis included process requirements, including revision to the triggers that cause events to happen, or new steps or sequences of steps that are required in the business?	
5.	Has analysis included interface requirements, including human interfaces and system-to-system interfaces among new, revised, and legacy systems?	
6.	Has analysis included security specifications, including those related to any potential compromise of sensitive information and end-user privacy?	
7.	Has analysis included reconciling differences among requirements that create dependencies or decision points in resolving a design direction for the requirements?	
8.	Has analysis included prioritizing or clustering requirements as a basis for deciding among possible design alternatives?	
9.	Has analysis been included of any impact this project may have on previously implemented requirements?	
10.	Has the project documented and versioned the requirements to a sufficient level of detail that changes to requirements or expansion of scope will be quickly visible?	
	Total Score:	

Notes: