

# Requirement Gathering Checklist Template

Sr.	Requirement Area	Questions to Ask	Notes	Priority
1	Business Objective	What problem is the system solving?		High
2	Target Users	Who are the primary users of the system?		High
3	User Roles	What different user roles will exist?		High
4	Core Features	What main features should the system provide?		High
5	Business Rules	Are there policies or rules the system must follow?		Medium
6	Integrations	Will the system integrate with other applications or APIs?		Medium
7	Data Requirements	What data must be captured, stored, or processed?		High
8	Security	What authentication, authorization, or security requirements exist?		High
9	Compliance	Are there regulatory or compliance requirements?		Medium
10	Performance	What performance expectations exist (response time, scalability)?		Medium
11	Reporting	What reports or analytics should the system provide?		Low
12	Notifications	Should the system send alerts, emails, or notifications?		Low
13	Error Handling	How should the system handle errors or failures?		Medium
14	Success Criteria	How will project success be measured?		High

