

REQUIREMENTS CHECKLIST

You're the master of your domain, so you likely know the types of things that are commonly part of your projects. That means you've got a leg up on discussing and documenting project requirements. But maybe you need a little more structure around how you do that. Awesome—this is the download for you!

We've put together an example Requirements Checklist for website design projects. Use this as a discussion guide to capture project specifics.

Start by scoring each item or "function" based on whether or not it's needed. Use the suggested questions—or refer back to those asked in class—to dig into the details and get to the actual requirement. Keep notes in the Notes column so you can move over to a spreadsheet to formalize things.

Note: If the web jargon looks like a foreign language to you and your projects, that's okay! Adapt the concept to your work, and you'll get ahead of requirements confusion.

THE
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OF LEADING PROJECTS

 teamgantt



REQUIREMENTS CHECKLIST

PROJECT NAME:

DATE:

NOT NEEDED					NEEDED	FUNCTIONS	NOTES
1	2	3	4	5		Carousel	
1	2	3	4	5		Calendar	iCal output? RSVPs?
1	2	3	4	5		Event registration	
1	2	3	4	5		Blog/news	Number of authors? Publishing frequency?
1	2	3	4	5		Blog archives	Category archives? Category descriptions? Date archives?
1	2	3	4	5		Commenting	Nested? Self-hosted or remote, such as Disqus?
1	2	3	4	5		Social sharing of content	Share via Twitter, share via email, etc.
1	2	3	4	5		Social integration	API integrations, pulling Twitter feeds into the site
1	2	3	4	5		Ecommerce functionality	
1	2	3	4	5		Photo/video galleries	
1	2	3	4	5		Video players	Self-hosted, or on YouTube?
1	2	3	4	5		Interactive maps	
1	2	3	4	5		Priority/emergency messaging	
1	2	3	4	5		Search	
1	2	3	4	5		RSS	
1	2	3	4	5		Live chat	

ADDITIONAL NOTES

NOT NEEDED					NEEDED	CONTENT	NOTES
1	2	3	4	5		Sales copy	
1	2	3	4	5		Product descriptions	
1	2	3	4	5		Testimonials	
1	2	3	4	5		Reviews	
1	2	3	4	5		Resources	
1	2	3	4	5		How-to information	
1	2	3	4	5		Topical discussions	
1	2	3	4	5		FAQ policies/agreements	

NOT NEEDED					NEEDED	MOBILE
1	2	3	4	5		Adaptive
1	2	3	4	5		Responsive

NOT NEEDED					NEEDED	USER
1	2	3	4	5		Accounts, for user login
1	2	3	4	5		Paid accounts
1	2	3	4	5		Editable user profiles
1	2	3	4	5		Private areas of the website, behind a secure login
1	2	3	4	5		Mailing list signup
1	2	3	4	5		Favoriting, liking, star ratings

ADDITIONAL NOTES

NOT NEEDED					NEEDED	ADMINISTRATION	NOTES
1	2	3	4	5		A CMS for managing content	
1	2	3	4	5		Data migration	
1	2	3	4	5		Automatic data import	Pulling in external content: stock prices, external blogs, sales figures, etc.
1	2	3	4	5		Workflow for managing the editorial process	
1	2	3	4	5		Dynamic mailing list content	Driven by the CMS where data is pulled directly from the CMS instead of entered specifically for the mailing list
1	2	3	4	5		Web analytics?	Do you have them? Where?
1	2	3	4	5		Hosting	

RELATED FOLLOW-UP QUESTIONS

According to your analytics (e.g., Google Analytics, Webtrends), what are the top 10 pages for the following measures?

- Unique visitors
- Time on page
- Repeat visitors
- Internal vs. external traffic (if applicable/available)

What are the top 10 external search referral terms?

What are the top 10 internal searches?

What browsers are visitors using to view your site?

ADDITIONAL NOTES