**[](https://www.smartsheet.com/try-it?trp=11586&utm_source=integrated-content&utm_campaign=/content/project-requirements&utm_medium=Project+Requirements+Checklist+doc+11586&lpa=Project+Requirements+Checklist+doc+11586&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT REQUIREMENTS CHECKLIST**

|  |  |
| --- | --- |
| PROJECT NAME | PROJECT MANAGER |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **TASK** | **COMMENTS** | **DATE DUE** |
|  | Define the project scope. |  |  |
|  | Meet with the stakeholders to understand expectations. |  |  |
|  | Inventory available tools for requirements management. |  |  |
|  | Define the project requirements management process. |  |  |
|  | Create the project requirements management plan. |  |  |
|  | Identify and gather observations and the requirements from the stakeholders and team members. |  |  |
|  | Document the project requirements. |  |  |
|  | Publish the project requirements  in an easily accessible location. |  |  |
|  | Review the requirements throughout the project. |  |  |

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