

## Questions for Requirements Retrospectives

Reference Chapter 8 of *Software Requirements Memory Jogger*  
by Ellen Gottesdiener, Goal/QPC, 2005.

### **Setting the Stage:**

- How well did we define and communicate the product vision?
- How clear was our scope? How might we make it clearer, if necessary?

### **Stakeholder Involvement and Elicitation:**

- Did we identify the right stakeholders?
- Were customers involved appropriately?
- How did customers react to the work we did?
- How effective were our requirement elicitation practices?
- Did customers and users understand our requirements documentation?
- Did customers and users believe we made good use of their time?

### **Requirements Development and Documentation**

- Did we choose the right analysis models?
- How effectively did we verify the analysis models?
- Did we identify the right quality attributes? How well did we quantify them?
- Did we appropriately document requirements?
- Did our requirements documentation follow standard templates? If so, were they effective?
- Did we have enough requirements documentation? Was any portion of the documentation not used or unnecessary?
- Did developers find our documentation useful as a basis for design, testing and development?
- Are we working with high-quality requirements?
- Did we adequately define roles and responsibilities? Were roles and responsibilities clear to all team members? Did our team structure and organization work effectively?
- How well did the team communicate during requirements development?
- If there were misunderstandings or failures, why did they happen, and how can we make improvements?

### **Requirements Management**

- Have we controlled requirements changes in a timely and appropriate manner?
- How volatile are the requirements, and why?
- Did our change control practices help us to guard against scope creep?
- Have we captured necessary and sufficient attributes about requirements?
- Did management provide adequate support for our work? If not, what could they have done differently?

### **Overall Assessment**

- What do we want to remember to do again in requirements development or management?
- What surprises or puzzles have there been?
- What are the top two things we should improve? How?