

## Language & Content

Policy	Standard	Check
Comprehensible	Is the terminology and prose jargon free and understandable by the implementation team, business stakeholders and future maintainers of the system?	
All Terms Defined	Is the document free of undefined concepts, terms, and acronyms?	
No Synonyms	Is the document free from the use of synonyms? Or if synonyms are employed, the usage is clearly identified?	
No Ambiguity	Is the document free from ambiguity in any of the statements?	
Defined Lists	Are the relationships in lists clearly defined and free from ambiguity?	
Verbs - Action Verbs	Does the functional flow use only action verbs to describe the flow?	
Verbs - Allowable Auxiliaries	Is the document free from all disallowed auxiliary verbs?	
Acronym Usage	Are all acronyms defined in the glossary and expanded in full at least once per page?	
Consistency of Content	Is the content consistent internally and externally (i.e. not in contradiction with other design documents)?	
Pertinence	Is the design free of irrelevant, extraneous, and unnecessary information?	
Comprehensiveness	Are all necessary events, conditions, operations, and exceptions defined to the level necessary for implementation to proceed?	
Correct Level of Detail	Does the specification satisfy the level of detail required by the implementation team? Have all operations been stated in terms of their triggering events or conditions, information requirements, processing, and outcomes?	
Precise and Concise	Is the specification precisely and concisely stated?	
Free of Content Repetition	Is the specification free of content repetition?	
Defined Context	Is the context of the design outlined to the extent (and only to the extent) that it is comprehensible within the bigger picture?	

## Format & Structure

Policy	Standard	Check
Consistency of Format	Is the format consistent with a standard approach to functional design?	
Compliant	Has the document been rendered in the agreed format and does it adhere to agreed standards?	
Document Tidiness	Is the overall document presented in a tidy and well laid out manner?	
Document is Instructional – Not a Status Review	Is the document set up as a series of specific flows and/or instructions and not as a simple information dump that the reader is meant to interpret?	
Assumptions Stated and Taken into Account	Are assumptions stated clearly, in one place only and not scattered throughout the document?  Are assumptions valid? Are assumptions that are defined actually taken into account in the specification?	
Conflict Free	Have we ensured there is no conflict with given or stated assumptions or constraints?	
Completeness	Is the document fully defined and in a complete and published state?  Have all undefined, unresolved, or incomplete specifications been resolved and/or identified for re-specification?	

## Technical Content

Policy	Standard	Check
Defined Business Objects	Are all business objects fully defined, and explicitly and clearly described along with their relationship to other objects?	
Alternate Flows Correctly Sized	Is the document free of unwieldy alternate functional flows? Have any such flows been split out to a separate document?	
Free of Technical Bias	Is the specification free of technical implementation bias (i.e. not restricted to a specific technical design option?)	
Low Probability Items Included	Does the document include all alternate or exceptional flows regardless of their probability?	
Process Flow Diagram	Does the process flow diagram, if included, reflect the textual description of functional flows?	
Separate Documentation	Are all use-cases created as separate documents that can be accessed, printed, and managed separately?	
User Interface	Is the user interface defined to the extent that the user cares?	

# Creating great deliverables - Checklist



**VISIONATE**  
**ACADEMY**  
BETTER FASTER