**Document Review Checklist**

**Template**

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| **Section 1 - Layout and Format** | | |
| **S. No.** | **Checkpoint** | **Status**  **(Y/N/NA)** |
| 1 | If the organization follows pre-defined templates, is the latest template used? |  |
| 2 | If the pre-defined template uses a date, has the date/year been changed to reflect the current year? |  |
| 3 | The document title on the first page is the same as the document name |  |
| 4 | Each section of the document that appears in the Table of Contents is available within the document |  |
| 5 | The numbering sequence in the Table of Contents is correct |  |
| 6 | The indentation of the Table of Contents is correct |  |
| 7 | The format of each entry in the Table of Contents is correct |  |
| 8 | Each page has been inspected for correct spacing |  |
| 9 | Each page has been inspected for intended headers and footers text or images |  |
| 10 | Each page has been inspected for the correct left, right, upper and lower margins |  |
| 11 | Each page has been inspected for page numbers, their sequence, and the placement |  |
| 12 | The format, font, and indentation of all the headings are correct |  |
| 13 | The format, font, and indentation of all the sub-headings are correct |  |
| 14 | The format, font, and indentation of all the paragraphs are correct |  |
| 15 | The format, font, and indentation of all the lists are correct |  |
| 16 | Overall layout and formatting is maintained throughout the document |  |
| 17 | The document does not contain unnecessary blank lines |  |
| 18 | Vertical spacing between paragraphs is consistent |  |
| 19 | Indexes and bookmarks are used appropriately |  |
| 20 | Legal and copyright information, if entered, is correct? |  |
| 21 | If the document contains various technical terms and acronyms, does it include a glossary? |  |
| 22 | Each page has been visually inspected for appropriate page breaks (no headings or subheadings at the end of a page without the following text) |  |

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| **Section 2 - Writing Style and Standards** | | |
| **S. No.** | **Checkpoint** | **Status**  **(Y/N/NA)** |
| 1 | The purpose of the document is clear and complete |  |
| 2 | The language is appropriate for the audience |  |
| 3 | Information in the document is logically organized and easy to follow |  |
| 4 | The duplication of information is avoided (like cross-reference, rather than copy) |  |
| 5 | Abbreviations and acronyms, if any, are defined within a separate section |  |
| 6 | The sentences are complete yet short and to the point - no complicated and confusing sentences |  |
| 7 | Unnecessary repetition of words is avoided |  |
| 8 | Check that things don't happen on their own (computers don't "think" and the software doesn't "understand") |  |
| 9 | Details in every section are first introduced and then explained |  |
| 10 | The transition from one concept/paragraph to another is logical (flow should not jump from one concept to another) |  |
| 11 | The document used as much active voice as possible |  |
| 12 | Reference and examples are not gender-specific |  |
| 13 | The document follows terminology and nomenclature consistently |  |
| 14 | Is the domain-relevant terminology used? |  |
| 15 | Footnotes or endnotes are numbered in sequence? |  |

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| **Section 3 - Grammar and Punctuation** | | |
| **S. No.** | **Checkpoint** | **Status**  **(Y/N/NA)** |
| 1 | The contextual spellings in the document are checked manually *and* through a spell check |  |
| 2 | Project and product names are capitalized and spelled correctly |  |
| 3 | Any words entered by accident - like 'form' instead of 'from' |  |
| 4 | Quotation marks are appropriately closed |  |
| 5 | The document follows a consistent capitalization case (like a normal case, upper case, pascal case, etc...) |  |
| 6 | Check punctuation for correctness and consistency |  |
| 7 | Frequent errors like 'Its' instead of 'It's', 'There', and 'They're' to be avoided |  |
| 8 | The verb tense is consistent throughout the document |  |
| 9 | The subjects and verbs agree throughout the document |  |
| 10 | Company-specific product names and industry terminology are used consistently throughout the document (e.g., proper nouns capitalized) |  |

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| **Section 4 - Images, Tables and Diagrams** | | |
| **S. No.** | **Checkpoint** | **Status**  **(Y/N/NA)** |
| 1 | Are all figures, tables, and diagrams labeled accurately? |  |
| 2 | If the diagrams are in sequence, is the sequence numbering correct? |  |
| 3 | Does each Table have a Table Caption, and is each Caption numbered? |  |
| 4 | Is the alignment of column heads and entries in tables is proper |  |
| 5 | Tables are formatted properly (spacing, horizontal/vertical alignment, character fonts/sizes/styles) |  |
| 6 | The callouts of tables and diagrams within the document are correct |  |
| 7 | Text within the images is legible, and all the images within the document follow the same alignment |  |

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| **Section 5 - Traceability** | | |
| **S. No.** | **Checkpoint** | **Status**  **(Y/N/NA)** |
| 1 | Is the versioning section present in the document? |  |
| 2 | Is the document version number, change the description, date, and author details captured? |  |
| 3 | With every subsequent edit, is the version number changed? |  |
| 4 | Is the change description and date revised accurately captured with every change? |  |

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| **Section 6 - Others** | | |
| **S. No.** | **Checkpoint** | **Status**  **(Y/N/NA)** |
| 1 | Internal cross-references within the document are accurate |  |
| 2 | References to other existing documents are valid |  |
| 3 | Hyperlinks are functional and redirect to the intended pages |  |
| 4 | All sensitive or proprietary data has been redacted or masked |  |
| 5 | If present, are all the calculations correct? |  |
| 6 | Check whether the sequence of instructions is correct |  |
| 7 | Check that names of directories and files (in computer documentation) are correct |  |
| 8 | Check examples and Instructions for accuracy (for example, run the sample programs, compare the labels on dialogs and buttons to their spelling in the text) |  |
| 9 | Technical inputs, screens/forms are detailed with the appropriate explanations |  |
| 10 | Unnecessary technical jargon is avoided |  |

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| **Special Section - Requirements Coverage** | | |
| **S. No.** | **Checkpoint** | **Status**  **(Y/N/NA)** |
| 1 | Has the information been validated with the BRD/SRS? |  |
| 2 | Do the requirements align with the business case of the project? |  |
| 3 | Does the document cover all the scenarios/aspects? |  |
| 4 | Has the functionality been defined properly - step by step? |  |
| 5 | All known audiences/customers/users are described thoroughly and accurately |  |
| 6 | Does each functional requirement specify input and output, as well as function, as appropriate? |  |
| 7 | Have all dependencies on other systems been identified?   * application or application interfaces * databases * communications subsystems * networking |  |
| 8 | Are any design or implementation constraints described? |  |
| 9 | Have all below quality attributes (characteristics) been appropriately specified?   * Efficiency * Flexibility * Interoperability * Maintainability * Portability * Usability * Reusability * Availability |  |
| 10 | Does the specification agree with all relevant higher-level documents? |  |
| 11 | Are the requirements free of duplication and conflict with other requirements? |  |
| 12 | Does each requirement have only one interpretation? If a term could have multiple meanings, is it defined? |  |
| 13 | Is each requirement verifiable by testing, demonstration, review, or analysis? |  |
| 14 | Are there measurable acceptance criteria for each functional and non-functional requirement? |  |
| 15 | Are 'In Scope' and 'Out of Scope' aspects of the documents clearly defined? |  |
| 16 | If there are time-based criteria for certain functionalities, has it been identified? |  |
| 17 | Does each functional requirement specify input and output, as well as function, as appropriate? |  |
| 18 | Are the hardware and software environments specified? |  |