Birth Defects Surveillance (BDS) Requirements Gathering Checklist

This checklist is designed to help a program as it goes through the requirements gathering process. Refer to the full Requirements Toolkit for additional details on each step.

Step 1. Confirm the scope of the system update

❏ Gather system update workgroup members.

❏ Document the scope of the system update and why it is needed.

❏ Obtain buy-in from leadership.

Step 2: Analyze current business processes

❏ Gather standard operating procedures, documented workflows, and data flows.

❏ Conduct a thorough review of the data flow process and key activities.

❏ Determine what processes need to change or remain the same.

Step 3: Identify opportunities for system improvements

❏ Review tasks and workflows that were documented in Step 2 and identify necessary changes.

❏ Identify specific functions and capabilities needed.

❏ Refine and document new business processes, tasks, workflows, and rules to align with enhancements.

Step 4: Gather requirements

❏ Schedule and conduct meetings with all involved parties to gather requirements.

❏ Elicit system requirements from BDS program staff and others to meet enhancement needs.

❏ Refer to the "What Are Requirements Gathering Methods" section of the toolkit.

❏ Identify technologies or systems needing integration with the new solution.

❏ Consider including databases, data warehouses, electronic health records (EHRs), or other specialized software.

Step 5: Document the requirements

❏ Document the requirements in a format that allows for the validation, analysis and testing of each requirement.

❏ Use clear, concise and unambiguous language in the requirements.

Step 6: Prioritize and categorize requirements

❏ Consider all the requirements gathered and prioritize using a structured approach such as the MoSCoW method to rank requirements with input from all partners.

❏ Develop a timeline that sequences requirements.

❏ Document prioritized and sequenced requirements.

❏ Conduct an iterative review of the requirements to align with project goals and expectations.

Step 7: Validate requirements

❏ Review program-specific needs and policies to ensure the requirements meet all regulatory requirements.

❏ Review the final list of requirements for accuracy.