

An Effective Business Requirement:

1) Is a simple, complete, well-structured sentence that

- a) States one thing and states it well
- b) Does not contain conjunctions (and, or, but, . . .)
- c) Avoids the use of limiting phrases (unless, except, . . .)
- d) Does not depend on other sources of information
- e) Contains subject, verb, object and appropriate modifiers
- f) Defines what an actor should or should not do OR is an external constraint that must be enforced
(See "[Writing Effective Business Requirement Statements- for business analysts and subject matter experts](#)")

2) Emphasizes “what” should be done, not “how” to do it will

- a) Avoids preconceived solutions
- b) Describes business logic (rules), not the technology needed
- c) Expresses the what (destination), not the how (journey)
(See "[Writing Effective Business Requirement Statements - for business analysts and subject matter experts](#)")

3) Targets components that are in scope for your project

- a) Defines a desired behavior or feature of a component of the system
- b) Is within your authority to implement
- c) Does not impact out-of-scope components
(See "[Writing Effective Business Requirement Statements - for business analysts and subject matter experts](#)")

4) Is understandable, unambiguous and clear

- a) Has a single possible interpretation
- b) Is easily understood by knowledge peers
- c) Avoids confusion
- d) Is written to the readability level of the target audience
(See "[Removing Ambiguity and Subjectivity from Requirements - for Business Analysts, SMEs and Testers](#)")

5) Is objectively measurable

- a) Clearly states what the solution has to do
- b) Defines acceptable behavior for the solution in measurable terms
- c) Specifies what data the solution creates or consumes
- d) Relates constraints to the functional, performance or informational elements that they
- e) impact
(See "[Improving the Testability of Requirements- for Business Analysts, SMEs, and Testers](#)")

6) Is one of a complete, internally consistent, non-redundant, set of prioritized requirement statements

(Presented in our virtual workshop "[How to Write Effective Business Requirements](#)")