

ID Name	Description	E/DC	Worst Case	Best Case
<b>Fixed RE Process</b>	Whether process of requirements definition is fixed or not	Defect Content	No process	Clearly specified process
<b>Process Compliance</b>	Whether RE process is followed by people	Defect Content	Nobody cares about the process	Everybody follows process 100%
<b>Process Experience</b>	Whether people are experienced with the RE process applied	Defect Content	Use process for first time	Have used in 4 or more projects
<b>Writers' Business Experience</b>	Whether requirements writers have experience with the business they are going to deal with	Defect Content	No experience	3-5 projects in this business area
<b>Writers' Knowledge of Customer Terms</b>	How frequently writers already dealt with the customer so that they know terms and terminology (e.g., inventory)	Defect Content	No experience in case of customer system	Dealt with customer systems 4 or more times
<b>Customer Involvement in Requirements Definition</b>	Whether customer is involved in requirements definition	Defect Content	Less than 50% of questions answered	100% of questions answered
<b>Reviewers' Business Experience</b>	Whether reviewers have experience with the business they are going to deal with	Effectiveness	No experience	3-5 projects in this business area
<b>Reviewers' Knowledge of Customer Terms</b>	How frequently reviewers already dealt with the customer so that they know terms and terminology (e.g., inventory)	Effectiveness	No experience in case of customer system	Dealt with customer systems 4 or more times
<b>Customer Involvement in Requirements Review</b>	Whether customer is involved in requirements review	Effectiveness	No participation in review meetings	Full participation in all review meetings
<b>Completeness of Requirements Document</b>	Whether there are still TBDs (all TBDs have the same level of severity); TBDs are usually not reviewed	Effectiveness	1 TBD per 10 pages	No TBDs
<b>Review Controlled</b>	Whether review is controlled appropriately by QA expert (external to review and RE team); i.e., checks review plan and plan execution	Effectiveness	No check conducted by QA at all	Checked according to the check plan
<b>Review Planned</b>	Whether review is planned appropriately by requirements writers	Effectiveness	No plan	Plan was completely defined
<b>Amount of Review Effort</b>	Whether a certain amount of effort is planned for reviews	Effectiveness	Equal or less than 10% of total RE time	20% of total RE time
<b>Review Timing</b>	Whether timing is specified for review activities	Effectiveness	No milestones defined	Milestones defined

<b>Review Frequency</b>	Whether an appropriate frequency is planned for review activities	Effectiveness	Only one time	Ideal number of reviews
<b>Review Work Intensity</b>	Whether not more than an appropriate amount of time is spend per day on reviews (otherwise reviews get ineffective)	Effectiveness	All day reviews	Not more than 2 hours of review per day