

			Characteristics for Individual needs and requirements									Characteristics for Sets of needs requirements				
			Necessary	Appropriate	Unambiguous	Complete	Singular	Feasible	Verifiable	Correct	Conforming	Complete	Consistent	Feasible	Comprehensible	Able to be validated
Quality Focus	Rule	Subject	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14
Accuracy	R1	Structured, complete sentence			X	X			X	X	X					
	R2	Use active voice		X	X	X			X							
	R3	Use appropriate subject verb		X	X				X			X				X
	R4	Define terms			X				X				X		X	X
	R5	Use definite article "the" vs "a"			X				X							
	R6	Use appropriate units			X	X			X	X						
	R7	Avoid vague terms			X	X			X							
	R8	Avoid escape clauses			X				X							
	R9	Avoid open-ended clauses			X	X	X		X							
Concision	R10	Avoid superfluous infinitives			X				X							
	R11	Use a separate clause			X	X			X	X						
Non-ambiguity	R12	Use correct grammar			X				X	X	X					
	R13	Use correct spelling			X				X							
	R14	Use correct punctuation			X					X						
	R15	Logical expressions			X				X							
	R16	Avoid the use of "not."			X				X	X						
	R17	Avoid the oblique ("/") symbol			X				X							
Singularity	R18	Use single thought sentence			X		X		X		X				X	
	R19	Avoid combinators			X		X									
	R20	Avoid phrases of purpose or reason	X				X									
	R21	Avoid parentheses & brackets					X									
	R22	Enumerate sets explicitly			X		X									
	R23	Supporting diagram or model			X	X	X									
Completeness	R24	Avoid pronouns & indefinite pronouns			X	X			X							
	R25	Avoid relying on headings				X										
Realism	R26	Avoid using unachievable absolutes						X	X	X				X		
Conditions	R27	State applicability conditions explicitly				X			X	X						
	R28	Single condition for a specific action			X				X							
Uniqueness	R29	Classify by type or category										X	X			
	R30	Express once and only once	X								X		X			
Abstraction	R31	Avoid stating a solution		X												
Quantifiers	R32	Use "each" for universal quantification			X				X	X						
Tolerance	R33	Define quantities with a range of values			X	X		X	X	X				X		
Quantification	R34	Specific measurable performance targets			X	X			X					X		
	R35	Define temporal dependencies explicitly			X	X			X							
Uniformity of Language	R36	Use terms & units of measure consistently			X					X	X		X		X	X
	R37	Use a consistent set of acronyms			X						X		X		X	X
	R38	Avoid the use of abbreviations								X		X		X	X	
	R39	Use a project-wide style guide				X	X			X		X		X	X	
Modularity	R40	Group related needs & requirements				X					X	X	X		X	
	R41	Conform to a defined structure or template										X	X		X	X