

Evaluation Checklist for a Requirements Management Software

Ensure you have a holistic view that includes core requirements capabilities, MCP, integrations, and AI functionality

Start with the fundamentals. A platform should first strengthen disciplined authoring, governance, traceability, change control, review, and verification. Integrations, MCP, and AI should extend those foundations - not compensate for gaps in them.

How to use it: Evaluate core capabilities first (1-18), then integrations, MCP (19-24), and AI (25-30). Ask finalists to demonstrate each item with your data and representative workflows.

Core Requirements Functionality | 1 - 18

#	Evaluation Consideration	Meets	Partial	No
1	Lifecycle and process fit Supports how teams define, refine, review, approve, verify, and change requirements across the product lifecycle without unnecessary workarounds.			
2	Structured authoring and hierarchy Supports configurable requirement types, fields, rich text, attachments, reusable templates, and clear parent-child organization.			
3	Configurable workflows and governance Adapts lifecycle states, transitions, ownership, approvals, permissions, and business rules without extensive custom development.			
4	End-to-end traceability model Connects stakeholder needs, requirements, risks, designs, implementation, tests, and results through governed relationships.			
5	Coverage, gap, and suspect-link analysis Identifies missing or invalid relationships, finds orphaned items, and flags downstream links when upstream content changes.			
6	Version history and audit trail Records who changed what and when, preserves rationale and comments, and supports clear comparison between versions.			
7	Change impact analysis and baselines Shows direct and indirect downstream effects, captures point-in-time content and relationships, and compares approved states over time.			
8	Reuse, synchronization, and variants Reuses governed content across products, variants, programs, and releases while controlling synchronization and divergence.			

Core Requirements Functionality (Continued)

#	Evaluation Consideration	Meets	Partial	No
9	Collaborative reviews and approvals Coordinates reviewers and approvers, comments, decisions, due dates, electronic signatures, and complete review history.			
10	Verification and test management Manages test cases, plans, runs, results, and defects while maintaining traceability to the requirements they verify.			
11	Risk, compliance, and audit evidence Links hazards, risks, controls, mitigations, standards, and verification evidence into the same traceable record.			
12	Reporting, administration, and enterprise fit Provides dashboards and audit-ready outputs plus role-based access, SSO/SCIM, configurable administration, scalability, and adoption support.			
13	Systems decomposition and allocation Decomposes stakeholder needs into system, subsystem, software, hardware, and interface requirements and allocates them to responsible components and teams.			
14	Enforceable relationship rules Defines allowed and required link types by item type, identifies policy violations, and guides teams to close traceability gaps before approval.			
15	Visual, multi-level traceability Lets users navigate and visualize upstream and downstream relationships across multiple levels without exporting data or assembling manual matrices.			
16	Requirements readiness and quality governance Uses configurable validations, required metadata, workflow gates, and dashboards to measure completeness and readiness before reviews or releases.			
17	Controlled external collaboration Includes suppliers, customers, auditors, and other stakeholders in focused reviews with least-privilege access and a complete decision record.			
18	Flexible deployment and environment isolation Supports vendor-hosted cloud, customer-managed self-hosted, and fully air-gapped installations with consistent capabilities, security controls, backup and recovery, and supported upgrade paths.			

Integration & MCP Capabilities | 19-24

#	Evaluation Consideration	Meets	Partial	No
19	Open APIs and workflow automation Provides documented REST APIs, webhooks, service accounts, and automation options for reporting, data exchange, and test-result ingestion.			
20	Vendor-supported bidirectional integrations Synchronizes items, fields, statuses, comments, and relationships with development, test, modeling, and lifecycle tools.			
21	Data exchange and integration operations Supports ReqIF and controlled Excel round-tripping, configurable mappings, monitoring, error handling, conflict resolution, resynchronization, and accountable support.			
22	MCP access to governed requirements context Provides an MCP server or supported connector that exposes approved requirements, relationships, reviews, risks, and verification context through well-defined resources and tools.			
23	MCP identity, authorization, and data controls Applies user identity, role and project permissions, least-privilege scopes, transport security, and data-boundary controls consistently to every MCP request.			
24	MCP action safety and observability Requires confirmation for consequential writes, validates inputs, records actor and tool activity, supports rate limits and revocation, and returns actionable errors for monitoring and recovery.			

AI Capabilities | 25-30

#	Evaluation Consideration	Meets	Partial	No
25	Governed AI, privacy, provenance, and analytics Applies permissions, data controls, and human approval; records AI-assisted changes; and tracks quality trends across teams.			
26	INCOSE- and EARS-aligned quality analysis and refinement Evaluates clarity, completeness, consistency, atomicity, ambiguity, and testability using INCOSE guidance and EARS patterns, then proposes compliant refinements.			
27	Explainable, human-controlled recommendations Explains each quality issue and rationale, proposes editable language, and lets engineers accept, reject, or revise every suggestion.			

AI Capabilities (Continued) | 25-30

#	Evaluation Consideration	Meets	Partial	No
28	AI-assisted relationship discovery Suggests missing upstream, downstream, duplicate, and related requirements using semantic context, with confidence indicators and human approval before links are created.			
29	AI-assisted PDF parsing and structured ingestion Extracts requirements, tables, headings, identifiers, and source locations from PDFs into reviewable structured items while preserving document provenance.			
30	AI-generated verification with source traceability Generates relevant test cases and steps from requirement context and automatically relates accepted outputs to the source requirement.			

BEFORE YOU SHORTLIST

Use this checklist as a starting point, then run a focused proof of concept with representative requirements and workflows. Weight the criteria around your operating model and highest-risk use cases.

Confirm whether capabilities are native, separately licensed, partner-delivered, customized, or on the roadmap. Document assumptions for:

- Security and deployment
- Services and support
- Usage limits and total cost

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