Document Analysis Checklist

1. Identify Objectives & Scope

- ✓ Define the purpose of the analysis (e.g., requirements gathering, process improvement, compliance).
- ✓ Determine the specific documents to be analyzed.
- ✓ Identify stakeholders who own or use these documents.

2. Collect & Organize Documents

- ✓ Gather all relevant documents (manuals, policies, reports, contracts, etc.).
- ✓ Verify document versions and ensure they are up to date.
- ✓ Organize documents logically (by category, system, or process).

3. Review Document Structure & Content

- ✓ Check for completeness—does it cover all necessary aspects?
- ✓ Identify key business rules, processes, and dependencies.
- ✓ Highlight ambiguous, outdated, or conflicting information.
- ✓ Note missing sections or undefined terms.

4. Analyze for Business Requirements

- ✓ Extract functional and non-functional requirements.
- ✓ Identify business constraints, assumptions, and dependencies.
- ✓ Map documented processes against actual workflows (if applicable).
- ✓ Determine if the document aligns with current business objectives.

5. Validate with Stakeholders

- ✓ Confirm findings with process owners, SMEs, and other stakeholders.
- ✓ Clarify ambiguities or missing details.
- ✓ Gather feedback to refine and validate the extracted insights.

6. Identify Gaps & Risks

- ✓ Check for inconsistencies between multiple documents.
- ✓ Identify compliance or regulatory gaps.
- ✓ Assess risks related to outdated or incorrect documentation.

7. Summarize & Report Findings

- ✓ Document key takeaways, including gaps and recommendations.
- ✓ Provide a summary of extracted business rules and requirements.
- ✓ Highlight areas requiring updates or further discussion.