Request Input on Requirements Deliverables

Create Initial Draft → Obtain Input and Answer Questions → Request Approval → Feedback? (No/Minor) → Finalize Deliverable

1. RD-1: Send a Draft Based On Your Analysis
2. RD-2: Send a Draft Based On Stakeholder Input
3. RD-3: Obtain Answers to Specific Questions
4. RD-4: Send Deliverable for Final Review
5. RD-5: One Day Reminder
6. RD-6: Follow-Up (No Feedback)
7. RD-7: Notification of Significant Feedback
8. RD-8: Notification of Minor Adjustments
9. RD-9: Notification of Approved Deliverable

Find out more at: http://www.bridging-the-gap.com/4-steps-to-finalize-a-requirements-document