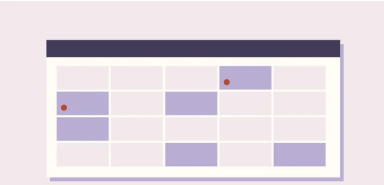
Technical requirements *matrix*



We translate one brief into up to 40 traceable requirements with evidence and unresolved questions.

Who it helps

Product teams and small manufacturers

The problem to solve

A brief can mix mandatory requirements with open questions, making it hard to see what evidence would satisfy each line.

Working through the brief

1. **Extract requirements from the brief**

   Gather the agreed inputs. The design brief, constraints, supplied technical records and accountable reviewer.

2. **Link available evidence**

   Track “Requirement and source” and “Supported evidence” together so the reviewer can connect the source information to the result.

3. **Record questions and status**

   Use the matrix to trace the source and review status of each requirement while unresolved items are still visible.

4. **Check the scope at handover**

   Reference work from approved inputs. Site checks, production release and independent sign-off are separate.

Worked example

A requirement calls for easy access. Record the review question and the evidence needed to make the criterion checkable.

Read the service scope / ENG-019

Sparkle Solutions Group Ltd.

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom