

PHASE I: CONTRACT FORMATION

Activity 5: Requirements Analysis

Review the results of market research.

Collect the information for the requirements documents.

Review the completed D&F document, if applicable. Review the data in the completed justification and approval (J&A). Review the data in the draft CID requirement document, if applicable. Review the data in the draft PWS, if applicable. Review the data in the draft SOO, if applicable. Review the data in the draft SOW, if applicable. Review the data in the draft specification requirement document, if applicable. Review the draft government standard, if applicable. Review the draft industry standard document, if applicable.

Determine if the requirements documents properly use existing documents to identify the essential government need while eliminating unnecessarily restrictive requirements.

Identify apparent weaknesses in the requirements document.

Assist the customer in modifying their requirements documents, if applicable.

Collaborate with the customer on identifying the critical paths for the procurement.