Requirements and Vendor Comparison Workbook

Make requirements, supplier responses and the evidence behind a recommendation traceable.

How to use these four pages

1. Select one business requirement and give it a stable ID.

2. Record acceptance conditions on page 3 before comparing proposals.

3. Repeat page 4 for each requirement or important decision area.

4. Record evidence gaps and refer the decision to the authorised owner.

A practical working aid

Use the blank records for your own discussion. Examples are fictional, not client case studies. Print to complete by hand or adapt the prompts in your own document; this PDF is not a fillable form.

Keep completed records confidential. Use references to protected evidence rather than passwords, customer records or sensitive system details.

Online instructions and companion article

Read the guide

Read the article

Source guidance

GOV.UK Service Manual: Writing user stories

GOV.UK Service Manual: Choosing technology: an introduction

NIST SP 800-218: Secure Software Development Framework, Version 1.1

Public guidance checked 19 October 2026. The source material informs the approach; no endorsement is implied. This worksheet does not authorise expenditure or release, certify a system or replace an agreed specialist review.

Free to use and adapt within your business with the GRCPreneur acknowledgement retained.

A fictional worked example

Illustrative entries only. No real client, vendor result or completed implementation is claimed.

Record	Illustrative entry
Requirement ID / user	REQ-01 / Enquiry coordinator.
Need and purpose	Assign an enquiry to a colleague so responsibility is visible.
Priority	Essential for the proposed first stage; owner to confirm.
Acceptance conditions	With fictional data, assignment is visible to the intended colleague and restricted details are not visible to unauthorised users.
Supplier A - fictional	Says configuration is included. Demonstration and permission evidence are still required.
Supplier B - fictional	Proposes additional development. Delivery effort, cost and acceptance method need clarification.
Decision status	No supplier selected. Compare evidence, whole cost and unresolved conditions first.

Before using the blank pages

Agree who will review the record and what decision it supports. Mark assumptions, proposed actions and unverified claims clearly. Copy pages 3 and 4 when you need more space.

Your working record

Project / record ID: _____ Date: _____

Requirement ID, owner and source

Who requested this, and what business task does it support?

Need, priority and reason

State the user, task and purpose. Essential condition or preference?

Acceptance criteria and test conditions

Expected outcome, authorised roles, sample data and environment.

Evidence and specialist review

What must be demonstrated? Who checks permissions and technical claims?

Dependencies and approval

Related requirements, unresolved questions, approver and review date.

Use protected evidence references. Do not enter credentials or confidential customer details.

Supplier comparison - repeat per requirement

Related record / requirement: _____ Review date: _____

Supplier / proposed method	Evidence / unresolved gap	Cost and support assumptions	Next action / owner

Review before the next decision

- Each answer refers to the same requirement.
- Included, configured, custom and future work are distinguished.
- Costs, evidence gaps and follow-up owners are recorded.
- An essential gap cannot be hidden by an overall score.

Decision, authority and next checkpoint

Proceed / revise / defer / stop. State the decision scope, conditions, approver and date.

A completed record documents a review. Approval applies only to the stated scope and does not establish that untested work has succeeded.