

Requirements Checker

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DOCUMENT RELATIONSHIP SUMMARY

- **agreement.docx — “Acme Co Service Agreement”**
 - **Apparent purpose:** Primary service agreement for ongoing maintenance services between **Acme Co** (Client) and **Bright Path Consulting** (Supplier).
 - **Revision/date:** Not visible in the provided summary.
 - **Role in requirement chain:** Primary contractual source of baseline commercial terms, service obligations, and deliverables.
 - **Source requirements identified:** Payment timing, contract term/renewal, liability cap, support acknowledgement SLA, and core recurring deliverables.
 - **Authority observations:** Appears to be the baseline agreement referred to by **amendment.pdf**.
- **amendment.pdf — “Acme Co Service Agreement - Amendment 1”**
 - **Apparent purpose:** Formal amendment to the original service agreement.
 - **Revision/date:** Amendment 1; states it is effective from a date “below,” but the visible chunk does **not** show that effective date.
 - **Role in requirement chain:** Modifies selected original agreement terms.
 - **Source requirements identified:** Revised payment term, revised liability cap, revised written notice period.
 - **Authority observations:** This document explicitly states that it **updates certain terms of the original Service Agreement** and that **all other terms remain in full effect**. Accordingly, it is the strongest available evidence of precedence for the amended items.

- deliverables.xlsx

- **Apparent purpose:** Deliverables / service schedule listing outputs, frequencies, owner, and notes.
- **Revision/date:** Not visible in the provided summary.
- **Role in requirement chain:** Appears to be a supplementary schedule or operational requirements list.
- **Source requirements identified:** Specific delivery timing for monthly reports, performance benchmarking in health reviews, third-party penetration testing within the annual security audit, and a 2-business-hour support acknowledgement target.
- **Authority observations:** No explicit incorporation into **agreement.docx**, no stated order of precedence, and no contractual linkage is visible in the provided summary. It may evidence intended scope/service levels, but its governing status cannot be assumed.

Apparent hierarchy / precedence

1. **agreement.docx** appears to be the original governing agreement.

2. **amendment.pdf**

appears to take precedence over

agreement.docx

for the specific terms it revises:

- payment term,
- liability cap,
- termination / notice period.

3. **deliverables.xlsx** has uncertain authority because no explicit incorporation or precedence clause is visible in the supplied material.

Governing-document uncertainty

- The governing relationship between **deliverables.xlsx** and the agreement set cannot be established from the available summaries.
- The **effective date** and execution evidence for **amendment.pdf** are not visible, so the exact applicability date of the revised terms cannot be fully verified from the excerpt alone.

EXECUTIVE SUMMARY

- Total material requirements identified: 15
- COVERED: 7
- PARTIAL: 0
- MISSING: 0
- CONFLICTING: 2
- EXCLUDED: 3
- CANNOT VERIFY: 3

Unresolved findings by risk

- [HIGH]: 2
- [MEDIUM]: 5
- [LOW]: 1

Overall assessment

The document set provides a **clear baseline agreement and a clear amendment path for key commercial terms**, but overall requirements coverage is only **moderately robust** because:

- the amendment supersedes several original terms and those superseded requirements must be controlled administratively,
- **deliverables.xlsx** appears to add scope/service detail without clear evidence of incorporation,
- the support acknowledgement requirement is inconsistent between the agreement and the deliverables schedule.

Core obligations are identifiable, but the set does **not** yet demonstrate fully controlled traceability for all detailed service-level and deliverable requirements.

High unresolved requirements

- REQ-004 [HIGH] – EXCLUDED: In **agreement.docx**, Key Terms, the Supplier liability cap is \$50,000 per 12-month period, but **amendment.pdf**, Updated Terms increases this to \$75,000. Continued reliance on the superseded cap would create material contractual exposure.
- REQ-011 [HIGH] – CANNOT VERIFY: **deliverables.xlsx**, Security audit row, adds a **third-party penetration test** to the annual security audit, but this materially expands scope/cost and is not confirmed in **agreement.docx** or **amendment.pdf**.

Items requiring immediate action regardless of risk

- Confirm and circulate the **governing contract baseline** as **agreement.docx + amendment.pdf**, with superseded commercial terms clearly retired.
- Reconcile the support acknowledgement SLA conflict between:
 - **agreement.docx**, Key Terms – 4 business hours, and
 - **deliverables.xlsx**, Support response row – 2 business hours target.
- Confirm whether **deliverables.xlsx** is contractually incorporated and, if so, formally capture its detailed timing/scope requirements.
- Obtain the executed / complete version of **amendment.pdf** showing its **effective date**.

REQUIREMENTS REGISTER

ID	REQUIREMENT	SOURCE DOCUMENT & REFERENCE	RESPONSIBLE PARTY	COVERAGE STATUS	COVERAGE / RESPONSE DOCUMENT & REFERENCE	RISK	FINDING	RECOMMENDED ACTION	WHEN
REQ-001	Invoices are payable within 30 days of receipt.	agreement.docx , Key Terms	Client	EXCLUDED	amendment.pdf , Updated Terms ("Invoices are now payable within 45 days of receipt, revised from the original 30-day	MEDIUM	The original 30-day payment term is expressly revised by amendment.pdf to 45 days and should no longer be treated as	Update payment administration and contract summary to use the 45-day term only.	IMMEDIATE

					term.”)		governing.		
REQ-002	Agreement term is 12 months from the effective date, renewing automatically unless notice is given.	agreement.docx, Key Terms	Both parties	COVERED	agreement.docx, Key Terms; preserved by amendment.pdf statement that all other original terms remain in effect	LOW	No later document in the available set changes the 12-month term or auto-renewal mechanism; only the notice period is amended.	None.	N/A
REQ-003	Either party may prevent renewal / terminate by giving 60 days' notice.	agreement.docx, Key Terms	Both parties	EXCLUDED	amendment.pdf, Updated Terms (“Either party may terminate this agreement with 90 days' written notice, revised from 60 days.”)	MEDIUM	The original 60-day notice requirement is superseded by the amendment's 90-day written notice requirement.	Update notice templates and contract administration records to 90 days' written notice.	IMMEDIATE
REQ-004	Supplier total liability is capped at \$50,000 in any 12-month period.	agreement.docx, Key Terms	Supplier	EXCLUDED	amendment.pdf, Updated Terms (“The Supplier's total liability is increased to \$75,000 in any 12-month period.”)	HIGH	The original liability cap is expressly replaced. Using the superseded \$50,000 value would materially misstate contractual exposure.	Issue a controlled contract summary confirming the governing \$75,000 liability cap.	IMMEDIATE
REQ-005	Supplier will acknowledge all support requests within 4 business hours.	agreement.docx, Key Terms	Supplier	CONFLICTING	deliverables.xlsx, row “Support response”, Notes: “Target: acknowledge within 2 business hours”	MEDIUM	The document set contains two different acknowledgement timings, and the schedule uses softer “target” wording. No precedence between the agreement and schedule is established.	Reconcile and document the governing support acknowledgement SLA, including how compliance will be evidenced.	IMMEDIATE
REQ-006	Provide a monthly maintenance report.	agreement.docx, Deliverables	Supplier	COVERED	deliverables.xlsx, row “Maintenance report”, Frequency: Monthly	LOW	The monthly maintenance report obligation is consistent across the agreement and deliverables schedule.	None.	N/A
REQ-007	Monthly maintenance report is due by the 5th working day.	deliverables.xlsx, row “Maintenance report”, Notes	Supplier	CANNOT VERIFY	agreement.docx, Deliverables (monthly report stated, but no submission deadline shown)	LOW	The deadline appears only in deliverables.xlsx. The available contract documents do not show that this specific timing is incorporated or governing.	Confirm whether deliverables.xlsx is incorporated; if yes, formally add the 5th working day deadline to the controlled contract set.	BEFORE MOBILISATION
REQ-008	Provide a quarterly	agreement.docx,	Supplier	COVERED	deliverables.xlsx, row	LOW	The quarterly system	None.	N/A

	system health review.	Deliverables			"System health review", Frequency: Quarterly		health review obligation is consistent across both documents.		
REQ-009	Quarterly system health review includes performance benchmarking .	deliverables.xlsx , row "System health review", Notes	Supplier	CANNOT VERIFY	agreement.docx , Deliverables (quarterly review stated, but no benchmarking detail shown)	MEDIUM	Performance benchmarking is stated only in deliverables.xlsx . No visible incorporated clause or acceptance basis confirms this added scope.	Confirm contractual status, scope, metrics, and acceptance basis for performance benchmarking.	BEFORE MOBILISATION
REQ-010	Provide an annual security audit .	agreement.docx , Deliverables	Supplier	COVERED	deliverables.xlsx , row "Security audit", Frequency: Annual	MEDIUM	The annual security audit obligation is consistent across the agreement and schedule.	None.	N/A
REQ-011	Annual security audit includes a third-party penetration test .	deliverables.xlsx , row "Security audit", Notes	Supplier (with third-party dependency)	CANNOT VERIFY	agreement.docx , Deliverables (annual security audit stated, but no third-party penetration test shown)	HIGH	Third-party penetration testing materially expands scope, procurement, and cost, but the available agreement documents do not confirm that this added requirement is contractually incorporated.	Before procurement, confirm whether third-party penetration testing is required; if yes, define provider, scope, cost responsibility, and acceptance outputs.	BEFORE PROCUREMENT
REQ-012	Invoices are payable within 45 days of receipt.	amendment.pdf , Updated Terms	Client / invoice recipient (implied)	COVERED	amendment.pdf , Updated Terms	MEDIUM	The amendment expressly revises the payment term from 30 days to 45 days.	None.	N/A
REQ-013	Supplier total liability is \$75,000 in any 12-month period.	amendment.pdf , Updated Terms	Supplier	COVERED	amendment.pdf , Updated Terms	HIGH	The amendment expressly revises the liability cap from \$50,000 to \$75,000.	None.	N/A
REQ-014	Either party may terminate with 90 days' written notice .	amendment.pdf , Updated Terms	Both parties	COVERED	amendment.pdf , Updated Terms	MEDIUM	The amendment expressly revises the notice period from 60 days to 90 days and requires written notice.	None.	N/A
REQ-015	Support response target is to acknowledge within 2 business hours .	deliverables.xlsx , row "Support response", Notes	Supplier	CONFLICTING	agreement.docx , Key Terms ("acknowledge all support requests within 4 business hours")	MEDIUM	This target conflicts with the agreement SLA and may either tighten, supplement, or contradict it; the	Reconcile whether 2 hours is a binding commitment, a target above the contractual minimum, or a non-	IMMEDIATE

							schedule's contractual authority is not established.	governing operational metric.	
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UNRESOLVED REQUIREMENTS SUMMARY

ID	STATUS	RISK	SUMMARY OF ISSUE
REQ-004	EXCLUDED	HIGH	agreement.docx liability cap of \$50,000 is superseded by amendment.pdf at \$75,000; major exposure if wrong cap is used.
REQ-011	CANNOT VERIFY	HIGH	deliverables.xlsx adds third-party penetration testing, but contractual incorporation and scope ownership are not evidenced.
REQ-001	EXCLUDED	MEDIUM	Original 30-day payment term is superseded by amended 45-day term.
REQ-003	EXCLUDED	MEDIUM	Original 60-day notice term is superseded by amended 90-day written notice term.
REQ-005	CONFLICTING	MEDIUM	4-hour acknowledgement commitment in agreement.docx conflicts with 2-hour target in deliverables.xlsx .
REQ-009	CANNOT VERIFY	MEDIUM	Performance benchmarking appears only in deliverables.xlsx ; contractual status and acceptance basis are unclear.
REQ-015	CONFLICTING	MEDIUM	deliverables.xlsx support-response target conflicts with agreement.docx SLA and has uncertain authority.
REQ-007	CANNOT VERIFY	LOW	The 5th working day maintenance-report deadline

appears only in **deliverables.xlsx** and is not contractually confirmed elsewhere.

MISSING OR REFERENCED DOCUMENTS

ITEM	AFFECTED REQUIREMENT IDs	WHY NEEDED
Executed / complete copy of amendment.pdf showing effective date and signatures	REQ-012, REQ-013, REQ-014	Needed to verify when the amended commercial terms took effect and confirm execution status.
Any contract schedule, SOW, appendix, or incorporation clause linking deliverables.xlsx to the agreement set	REQ-007, REQ-009, REQ-011, REQ-015 (and interpretation of REQ-006, REQ-008, REQ-010)	Needed to determine whether the detailed schedule requirements are contractually binding and what precedence they have.
Support SLA measurement / reporting procedure or ticketing evidence definition	REQ-005, REQ-015	Needed to verify how acknowledgement timing is measured and enforced.
Security audit / penetration-test scope, output, and acceptance requirements	REQ-010, REQ-011	Needed to verify what constitutes compliant delivery and acceptance of the annual security audit, especially if third-party testing is required.

RESPONSIBILITY & DEPENDENCY SUMMARY

Immediate dependencies

- Client legal / commercial and Supplier commercial teams

- Must align on the governing commercial terms after amendment.pdf:
 - payment term (REQ-001 / REQ-012),
 - liability cap (REQ-004 / REQ-013),
 - notice period (REQ-003 / REQ-014).
- Risk: contract administration or dispute if superseded terms remain in use.
- Client contract manager and Supplier service manager
 - Must resolve the support acknowledgement SLA inconsistency between:
 - agreement.docx, Key Terms (REQ-005), and
 - deliverables.xlsx, Support response row (REQ-015).

Before mobilisation

- Client legal / contract management
 - Must confirm whether deliverables.xlsx is incorporated into the contract and what precedence it has.
 - Affects:
 - report deadline (REQ-007),
 - performance benchmarking (REQ-009),
 - interpretation of recurring deliverables (REQ-006, REQ-008, REQ-010),
 - support-response target (REQ-015).

- Supplier
 - Delivery ownership is clear at a high level for recurring services and reports:
 - monthly maintenance report (REQ-006 / REQ-007),
 - quarterly health review (REQ-008 / REQ-009),
 - annual security audit (REQ-010 / REQ-011),
 - support acknowledgement (REQ-005 / REQ-015).

Before procurement

- Supplier with Client security / operations input
 - If the third-party penetration test is governing, a third-party interface must be defined for:
 - provider selection,
 - scope,
 - independence,
 - budget/cost allocation,
 - deliverables and acceptance.
- Affects REQ-011.

Ownership observations

- The payer under the amended payment term in **amendment.pdf, Updated Terms** is **implied** rather than expressly re-stated, although context indicates the Client / invoice recipient.
- Ownership of deliverables is stated in **deliverables.xlsx** as **Bright Path Consulting**, but the contractual force of that schedule remains unconfirmed.

VERIFICATION & ACCEPTANCE SUMMARY

Commercial / contractual verification

- **Payment term**
should be verified against the amended term in **amendment.pdf, Updated Terms**
rather than the original agreement term:
 - REQ-001, REQ-012
- **Liability cap**
must be verified against the amended cap:
 - REQ-004, REQ-013
- **Termination / notice**
administration must use the amended written-notice period:
 - REQ-003, REQ-014

Service-level verification

- **Support acknowledgement timing**
 - Evidence would ordinarily require timestamped ticketing or service-desk records.
 - The required threshold is unclear because:
 - **agreement.docx** states **4 business hours** (REQ-005),
 - **deliverables.xlsx** states **2 business hours target** (REQ-015).

Deliverables verification

- **Monthly maintenance report**
 - Deliverability is clear (REQ-006), but contractual verification of the **5th working day** deadline is unclear (REQ-007).
- **Quarterly system health review**
 - Deliverability is clear (REQ-008), but verification of the **performance benchmarking** element is unclear because no metrics, baseline, or acceptance method are visible (REQ-009).
- **Annual security audit**
 - Deliverability is clear (REQ-010), but verification of the **third-party penetration test** element is incomplete without scope and acceptance criteria (REQ-011).

Acceptance gaps

The available documents do not define detailed acceptance criteria, submission format, approval workflow, or evidence requirements for:

- maintenance reports,
- benchmarking outputs,
- annual security audit outputs,
- penetration testing outputs.

This does not negate the baseline obligations, but it does weaken verifiability for REQ-007, REQ-009, and REQ-011.

ITEMS REQUIRING CLARIFICATION

REQUIREMENT ID	CLARIFICATION REQUIRED
REQ-005 / REQ-015	Confirm which support acknowledgement requirement governs: 4 business hours under agreement.docx or 2 business hours target under deliverables.xlsx . Also confirm whether “target” is contractual or informational only, and how compliance is measured.
REQ-007	Confirm whether the 5th working day report deadline in deliverables.xlsx is contractually incorporated. If yes, identify the governing schedule or amendment mechanism.
REQ-009	Confirm whether performance benchmarking is a mandatory part of the quarterly review, and define scope, metrics, output format, and acceptance basis.
REQ-011	Confirm whether the third-party penetration test is contractually required; if yes, provide procurement responsibility, scope, deliverables, remediation expectations, and acceptance criteria.

PRIORITISED ACTION REGISTER

PRIORITY	WHEN	RELATED REQUIREMENT(S)	ACTION	OWNER / PARTY TO CONFIRM
1	IMMEDIATE	REQ-001, REQ-003, REQ-004, REQ-012, REQ-013, REQ-014	Issue a controlled contract summary confirming that amendment.pdf governs the revised payment term, liability cap, and written notice period, and retire the superseded original values from operational use.	Client legal / commercial and Supplier commercial
2	IMMEDIATE	REQ-005, REQ-015	Reconcile the support acknowledgement SLA by confirming the governing threshold, whether the 2-hour value is binding or aspirational, and the evidence method for compliance.	Client contract manager and Supplier service manager
3	BEFORE MOBILISATION	REQ-007, REQ-009, REQ-011	Confirm whether deliverables.xlsx is	Client legal / contract manager and

			contractually incorporated. If it is, formally capture its detailed timing/ scope requirements in the controlled contract set.	Supplier
4	BEFORE PROCUREMENT	REQ-011	If third-party penetration testing is required, define provider, scope, budget/ cost responsibility, outputs, and acceptance requirements before engaging the third party.	Supplier with Client security lead
5	BEFORE MOBILISATION	REQ-012, REQ-013, REQ-014	Obtain the complete executed amendment showing effective date and signatures to confirm applicability timing of the revised commercial terms.	Client legal

REQUIREMENTS COVERAGE SUMMARY

The document set demonstrates **reasonable baseline requirements coverage** for the core service agreement and its amended commercial terms, but it does **not yet demonstrate fully controlled end-to-end traceability** across all detailed service and deliverable requirements.

The principal exposures are:

- use of **superseded original commercial terms** instead of the amendment,
- **uncertain authority and incorporation of deliverables.xlsx**,
- a **support SLA inconsistency** between the agreement and the schedule,
- **unverified additional scope for performance benchmarking and third-party penetration testing**.

Overall, the set contains **manageable gaps requiring clarification**, rather than widespread missing requirements; however, contractual administration and service-scope control should be tightened before relying on the documents as a fully coherent requirements baseline.



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