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| *Software Project Team QAFRM\_Vldt\_SAD8* |

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| Project Name: |  |
| Project Manager: |  |
| Systems Analyst: |  |
| Date Completed: |  |
| Date Submitted: |  |
| Date Archived: |  |

## Analysis

Project Requirements (**Summary**) - the following have been analysed and documented:

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| # | Item | Status/Comments |
| 1 | Hardware requirements |  |
| 2 | Software requirements |  |
| 3 | Stakeholder analysis |  |
| 4 | Security requirements and considerations |  |
| 5 | Business and application processes |  |
| 6 | Data requirements (Conceptual Model / ERD / Normalisation) |  |

Hardware Requirements - the following have been analysed and documented:

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| # | Item | Status/Comments |
| 1 | Networking (hardware / software, cabling, etc.) |  |
| 2 | User PCs and laptops (including screens, keyboards, mouse graphics tablets, etc.) |  |
| 3 | Computer tablets, mobile phones, etc. |  |
| 4 | Peripherals (including printers, scanners, modems, etc.) |  |
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Software Requirements - the following have been analysed and documented:

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| # | Item | Status/Comments |
| 1 | Additional third-party software requirements |  |
| 2 | Links and data transfers with third-party software / products. |  |
| 3 | Operating System requirements |  |
| 4 | Specific software configurations requirements |  |
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Stakeholder Analysis:

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| # | Item | Status/Comments |
| 1 | Groups of stakeholders have been identified. |  |
| 2 | Specific requirements of each group have been identified. |  |
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Security Requirements and Considerations:

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| # | Item | Status/Comments |
| 1 | System security requirements have been detailed. |  |
| 2 | User groups and their respective access levels have been detailed. |  |
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Business and Application Process Analysis - the following charts / discussions have been presented:

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| # | Item | Status/Comments |
| 1 | IPO Chart or equivalent |  |
| 2 | TOE chart or equivalent |  |
| 3 | Structured chart or equivalent |  |
| 4 | Selected pseudo code |  |
| 5 | Class diagram(s) or equivalent |  |
| 6 | The UML diagrams - Use Case, Sequence, Activity and/or State |  |
| 7 | Data Flow Diagram, Process Flow or equivalent |  |

Data Requirements Analysis - the following have been presented:

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| # | Item | Status/Comments |
| 1 | Conceptual Model | Complete? Appropriately presented? |
| 2 | Entity Relationship Diagram | All entities identified? All/required/appropriate relationships identified? Primary and Foreign Keys identified? All descriptive attributes identified? Reference admin or lookup lists added? |
| 3 | Normalisation | 3rd normal form or better has been presented? |
| 4 | Data dictionary | All entities, their respective attributes and properties have been detailed? |
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## Design

Project Design has been considered and documented:

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| # | Item | Status/Comments |
| 1 | An application map has been prepared. |  |
| 2 | Sample screens have been presented and annotated. |  |
| 3 | Application navigation has been optimised. |  |
| 4 | The business processes have been considered in the application design – reflected in the flow of the application and the screen design. |  |
| 5 | The design presents an overall sense of consistency. |  |
| 6 | Is the design **complete**? |  |
| 7 | Is the design **accurate**? |  |
| 8 | Is the design **consistent**? |  |
| 9 | Is the design **feasible**? |  |

User Interface Design:

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| # | Item | Y/N |
|  | Application Navigation |  |
| 1.1 | An optimal number of menu and data entry forms used |  |
| 1.2 | Names on various menu form buttons match the titles on the forms & reports |  |
| 1.3 | 3 key clicks to move between most areas of the application |  |
| 1.4 | Optimal menu-button access for all forms and reports |  |
| 1.5 | Closely associated forms or reports are easily accessed from each other |  |
| 1.6 | An initial form or menu is presented when the database file is first loaded |  |
| 1.7 | Form modality has been applied appropriately |  |
|  | Application Consistency |  |
| 2.1 | Button & toolbar words & icons presented consistently throughout application |  |
| 2.2 | Button and toolbar ordering and relative positioning presented consistently |  |
| 2.3 | Drop down menu items and lists worded and positioned consistently |  |
| 2.4 | Buttons, toolbars & menus consistent with standards where appropriate |  |
| 2.5 | Colours used consistently and/or effectively between the various forms |  |
|  | **Form Layout and Colour** |  |
|  | **Balance of Forms and Reports - Formal for Business applications** |  |

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| 3.1 | Graphic elements have appropriate weight and density |  |
| 3.2 | Business style forms and reports - static or symmetrical |  |
| 3.3 | Page looks stable, components are positioned in an ordered/organised manner |  |
| 3.4 | Appropriate use of form buttons, toolbars and drop-down menus |  |
|  | **Proportion of Forms and Reports** |  |
| 3.5 | Individual components (fields & groups) are in proportion to the form/report |  |
| 3.6 | Individual components (fields & groups) are in proportion to each other |  |
| 3.7 | Individual components are appropriately grouped |  |
| 3.8 | Elements are presented in an order and position relative to their importance |  |
| 3.9 | Breakup of space, graphics, 3Dboxes, borders, lines, buttons, labels & fields |  |
|  | **Harmony of Forms and Reports** |  |
| 3.10 | All the elements of the form/report work together to promote one message |  |
| 3.11 | The form/report gives the impression of cohesiveness and unity |  |
| 3.12 | Elements complement each other and are appropriately positioned |  |
| 3.13 | The page flow is appropriate - one direction versus random |  |
|  | **Sequence on Forms and Reports** |  |
| 3.14 | Readers can scan the form or report easily in a Z format |  |
| 3.15 | The page flows from left to right and top to bottom |  |
|  | **Other Visual and Form/Report Considerations** |  |
| 3.16 | Acceptable business colours & textures (Company colours?) |  |
| 3.17 | Appropriate use of 3D and/or shadowing effects |  |
| 3.18 | Forms/Reports display date & time, appropriate heading & company logo/name |  |
| 3.19 | Reports presents page numbers & what the report is sorted and/or grouped by |  |
| 3.20 | Report indicates the name of the application producing the report |  |
| 3.21 | Field and button prompts are clear and appropriate |  |
| 3.22 | Use of font styles easy to read and appropriate to business application |  |
| 3.23 | Application colours cater for grey-scale laptops and colour blindness |  |
| 3.24 | Application forms have been designed for a SVGA screen |  |
|  | **Error Trapping, Messages & Parameters** |  |
| 4.1 | Inappropriate user input is effectively captured or prevented |  |
| 4.2 | Messages and responses to inappropriate user input are appropriate |  |
| 4.3 | Forms are designed so as to minimise possible inappropriate user input |  |
| 4.4 | Filter or parameter dialog boxes/forms are used effectively |  |
| 4.5 | Filter forms are accompanied by clear ‘business-friendly’ instructions and title |  |
| 4.6 | Filter forms are appropriately designed (see form layout above) |  |

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|  | **Memory, Default and List Considerations** |  |
| 5.1 | Use of the application requires little or no use of short term memory |  |
| 5.2 | Combo and list boxes enhance the application’s ease of use |  |
| 5.3 | Regular use of application does not require reference to a manual or paper lists |  |
| 5.4 | Defaults values in fields have been used to enhance ease of use |  |
|  | **Application Help and About** |  |
| 6.1 | On-line help is available in an appropriate format |  |
| 6.2 | Help is context sensitive by pressing F1 |  |
| 6.3 | The level of help is appropriate to application users (eg: novice vs expert) |  |
| 6.4 | The language level is appropriate to the application users |  |
| 6.5 | The standard help items such as contents, search and index are available |  |
| 6.6 | All contents screen(s) contain 15 topics or less |  |
| 6.7 | The levels of sub-contents screens are limited to 3 or less |  |
| 6.8 | The contents topic hierarchy is well considered |  |
| 6.9 | The search keywords are well considered |  |
| 6.10 | The browse sequence of help pages is well considered |  |
| 6.11 | Appropriate fonts, sizes and layout considerations have been addressed |  |
| 6.12 | Colour use caters for grey-scale laptops and colour blindness |  |
| 6.13 | Colour has been applied effectively - enhances harmony |  |
| 6.14 | Help windows do not cause eye strain (no bright, faint or camouflaged text) |  |
| 6.15 | Help windows have been designed for SVGA monitors |  |
| 6.16 | An ‘About’ form has been included with version, date and author information |  |
|  | **Use of Colour** |  |
| 7.1 | Extremes of the spectrum (eg red & blue) are not used together |  |
| 7.2 | Forms used for long periods have natural soothing background colour, eg: grey |  |
| 7.3 | Strong, intense or complementary colours are used sparingly, mainly for accents |  |
| 7.4 | Red has only been used for errors, if at all |  |
| 7.5 | Colour has been used to identify similar functions |  |
| 7.6 | Related colours / saturations have been used effectively for grouping |  |
| 7.7 | Colour has been used effectively to augment (promote) tasks |  |
| 7.8 | Colour has been used with other redundant cues (eg: 3D effects, borders, icons) |  |
| 7.9 | Value (dark, medium, light) differences used to promote sharp edges as required |  |
| 7.10 | Cultural considerations have been taken into account |  |
| 7.11 | There is no confusing use of small items, items far apart, colours close in spectrum |  |
| 7.12 | Warm colours (which appear larger) have been effectively used |  |

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| 7.13 | Colours are user configurable |  |
| 7.14 | Less than 4 colours have been used per screen / form |  |

Additional Comments:

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| # | Comments |
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| Systems Analyst Signature: |  | **Date:** |  |
| Project Manager Signature: |  | **Date:** |  |