**Checklist:**

***Task 1A:***

* Business context
* Stakeholders
* Functional and non-functional requirements
  + List of functional requirements
  + List of non-functional requirements
  + Decomposition of functional requirements
  + Decomposition of non-functional requirements
* Decomposition of the problem
  + Milestones
  + Deliverables
  + SWOT analysis
* KPIs
* User Acceptance Criteria
* Description of proposed solution
* Justification
  + How the recommended solution meets the need of the client and users
  + How potential risks will be mitigated
  + How relevant regulatory guidelines and legal requirements will be addressed
    - DPA/GDPR
      * Everyone responsible for using personal data has to follow strict rules called ‘data protection principles’. They must make sure the information is:
        + used fairly, lawfully and transparently
        + used for specified, explicit purposes
        + used in a way that is adequate, relevant and limited to only what is necessary
        + accurate and, where necessary, kept up to date
        + kept for no longer than is necessary
        + handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
      * Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:
        + be informed about how your data is being used
        + access personal data
        + have incorrect data updated
        + have data erased
        + stop or restrict the processing of your data
        + data portability (allowing you to get and reuse your data for different services)
        + object to how your data is processed in certain circumstances
      * You also have rights when an organisation is using your personal data for:
        + automated decision-making processes (without human involvement)
        + profiling, for example to predict your behaviour or interests
    - Copyright
    - WCAG
    - W3C
* Appendix

***Task 1B:***

* Algorithms
  + Flowchart
  + Pseudocode
* Data requirements
  + Use case diagram
  + Entity relationship diagram
  + Data dictionary
  + Data flow diagram
* Visual/interface designs
  + Desktop
  + Mobile
* Test strategy

***Task 2:***

* Build
  + Languages
    - C#
    - SQL
    - Python
* Development log
  + Versioning
  + Change log
* Testing
  + Iterative testing
  + Test log
  + Data to test:
    - Normal data
    - Erroneous data
    - Extreme data

***Task 3A:***

* Feedback plan
* Types of users
  + Different age ranges
  + Technical
  + Non-technical
* Methods of gathering feedback
  + Questionnaire
  + Interview
  + Observation
  + Focus group
* Type of questions
  + Open question (written answer)
  + Closed question (multiple choice)
* Type of feedback data
  + Qualitative (text/descriptive/from open questions)
  + Quantitative (statistic/measured/from closed questions)

***Task 3B:***

* The effectiveness of assets and content used
  + Why chosen assets/content were selected
  + Why other assets/content were rejected
  + The validity and reliability of the sources of information used
  + Any legal and ethical implications of the assets and content selected
* How well the digital solution you planned and produced meets:
  + Functional and non-functional requirements of the solution
  + Key performance indicators (KPIs)
  + User acceptance criteria for the proposed solution
* How the prototype could be developed further
  + Refer to the feedback gathered in the previous task