

社員番号

名前

| 大項目             | 中項目    | No. |
|-----------------|--------|-----|
| 資料体裁            |        | 1   |
|                 |        | 2   |
|                 |        | 3   |
|                 |        | 4   |
|                 |        | 5   |
| 第一章<br>(システム概要) | 業務領域   | 6   |
|                 |        | 7   |
|                 |        | 8   |
|                 | 業務上の問題 | 9   |
|                 |        | 10  |
|                 | 問題解決   | 11  |
|                 |        | 12  |
|                 | メリット一覧 | 13  |
|                 |        | 14  |
|                 |        | 15  |

|                                     |    |    |
|-------------------------------------|----|----|
| 第二章<br>(各メリットとそれ<br>を実現する機能の説<br>明) | 機能 | 16 |
|                                     |    | 17 |
|                                     |    | 18 |
|                                     |    | 19 |

日本語

## カタログフォーマット

| 小項目                     |
|-------------------------|
| 誤字脱字が無い                 |
| 文章の長さは適切                |
| 文章の構成が論理的               |
| PDF化が適切                 |
| ファイル名は正しい               |
| 業務範囲が明確                 |
| 業務の流れ（つながり）が明確に記述されている  |
| 各業務において誰が何をしているか記述されている |
| 問題の場面が明確                |
| 問題点は論理的                 |
| 問題点を網羅している              |
| システムでの解決が妥当             |
| メリットのタイトルが簡潔            |
| 差別化ポイントが伝わる             |
| メリットの対象と場面が明確           |

## 日本語

|               |
|---------------|
| 実装可否は適切か      |
| 優先度は適切か       |
| 工数は適切か        |
| 機能の内容は充足しているか |

## マツトチェックシート

| 詳細                                   |
|--------------------------------------|
| 誤字が無く、全ての項目が記入されているか（日付や氏名、システム名など）  |
| 一文が長すぎないか                            |
| 主語述語が抜けていないか、前後関係が明確であり初めて読んでも理解できるか |
| 文字切れが無い、改ページの位置は適切か                  |
| 指定されたファイル名になっているか                    |
| 業務の開始から終わりまで明確に記述されているか              |
| 初めて読む人にも業務の全体像が理解できるか                |
| 各業務における登場人物とその目的が記述されているか            |
| 「どのような担当者の」「どのような局面での」問題かが伝わるか       |
| 「ユーザー理解」で分析した想定ニーズの裏返しになっているか        |
| 「業務上の問題」の全てについて解決策を提示しているか           |
| システム以外の手段で容易に代替できるような解決策になっていないか     |
| タイトルだけ見ても強みが伝わるか                     |
| システムで何ができるかが分かり、買いたいと思うか             |
| 「誰にとっての」「どの業務のどんな局面で」メリットを感じるか理解できるか |

## 日本語

メリットを実現するために必要な機能が実装○になっているか

メリットを実現するために必要な機能の優先度が考えられているか

想定したスケジュールに間に合うような工数計算ができているか

実装した後にメリットが実現できているイメージが持てるか

日本語

[illegible]

日本語

|  |  |  |  |  |  |  |  |  |  |
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Talent Management Div. Onboarding Team (2017年10月20日)



## Catalog Design Format Check Sheet

ID: C453

Name: HongYu

| Major item                             | Middle Item              | No. | Small Item  | Details  | Check<br>(O/Δ/X)      | / | / | / | / |
|--|--------------------------|-----|---|--|-----------------------|---|---|---|---|
| Document                               |                          | 1   | If there are misspelled or missing words?               | If there are misspelled words, if you have already filled in all empty place. (Date, name, system name, etc. included)       | <input type="radio"/> |   |   |   |   |
|  |                          | 2   | Is the length of text and sentence suitable?            | Is the text or sentence too long?  | <input type="radio"/> |   |   |   |   |
|  |                          | 3   | If the text is logical?                                 | If the text is understandable with logic?  | <input type="radio"/> |   |   |   |   |
|  |                          | 4   | Is the conversion of Excel to PDF suitable?             | If the word is cut off in the middle, or the line is cut in half lengthwise?   | <input type="radio"/> |   |   |   |   |
|  |                          | 5   | Is the file name correct?                               | Is it the specified file name?   | <input type="radio"/> |   |   |   |   |
| System overview                        | Business field           | 6   | If the scope of business is clear?                      | Is the business clearly described from start to end?   | <input type="radio"/> |   |   |   |   |
|  |                          | 7   | If the business flow (connection) is clearly described? | Can people who read you document understand the whole picture of business, even at the first time?                           | <input type="radio"/> |   |   |   |   |
|  |                          | 8   | Who is in charge of what job is clear?                  | If the character and their purpose are described   | <input type="radio"/> |   |   |   |   |
|  | Business related problem | 9   | Is the problem scene clear?                             | If "what kind of person is in charge" and "what kind of situation" of the problem are described clearly?                     | <input type="radio"/> |   |   |   |   |
|  |                          | 10  | Is the problem logical?                                 | Is the assumption of needs could be analyzed logical?  | <input type="radio"/> |   |   |   |   |
|  | Problem solving          | 11  | Are all problems you listed covered?                    | Do you present solutions of all business related problems?   | <input type="radio"/> |   |   |   |   |
|  |                          | 12  | If it is suitable through using the system?             | Is it a solution that can be easily replaced by other way, other than the system?  | <input type="radio"/> |   |   |   |   |
|  | Merit list               | 13  | Is the merit title concise?                             | Whether the strength can be understood at a glance even if only read the title?  | <input type="radio"/> |   |   |   |   |
|  |                          | 14  | Can the differentiation points be understood?           | If people who read your catalog can understand what this system can provide and want to buy it?                              | <input type="radio"/> |   |   |   |   |
|  |                          | 15  | If the target and scenes of merits are clear?           | If people who read your catalog can understand the merit of "for whom", "for what kind of business", and "for which scene" ? | <input type="radio"/> |   |   |   |   |
| Explanation of each merit and feature. | Feature                  | 16  | Is the implementation suitable?                         | If the features required to realize the merits are implemented?  | <input type="radio"/> |   |   |   |   |
|  |                          | 17  | Is the priority suitable?                               | Have you considered the priority of the features during implementation?  | <input type="radio"/> |   |   |   |   |
|  |                          | 18  | Is the estimated-time suitable?                         | Is you calculation suitable to complete your system in time as your schedule?  | <input type="radio"/> |   |   |   |   |
|  |                          | 19  | Is the content of the features enough?                  | If you have an image that after implementation the merit could be realized.  | <input type="radio"/> |   |   |   |   |