**Questions to ask:**

**Date To Assess: 2/12/13**

Client:

1. Is file name of the course needed?
2. Should the admin be able to delete classes from the database?
3. Emails vs. username for login?
4. Format for username and password?
5. Suppose a Department Head retires. The admin account needs to be filled. Will the Department Head or Secretary administer (create) a new admin account? Or is the admin account an arbitrary username passed on to a new admin?
6. Does this software require the full course name when adding new classes?
7. Is it allowed to have a class from one department in the listing of another department? (Ex: CS in CIS).
8. When inputting/editing information interactively, should a text file be generated as a backup after the task is completed?
9. How does the admin know the faculty members have made their preferences?
10. How long does a faculty member have to make their preferences? Follow-up: What happens if a faculty member makes no preferences?
11. Should the administrator change their password on first logon?
12. If the Department Head/Secretary teaches as well, should they have a separate faculty account or will the admin account apply as a faculty account as well?
13. Password format? (Length/Special Chars/etc)
14. While the schedule is not constructed, can anyone aside from the administrator access the software?
15. When should we allow students to view the schedule app?