

- 1. Checklist responses should portray the desired status or the value of the item being considered, not just “checked” or “done.”**
  - ☐ Items all have status indicating desired value
- 2. A long checklist should be subdivided to smaller task-checklists or chunks that can be associated with systems and functional areas.**
  - ☐ Checklist is subdivided according to task specific areas
- 3. Sequencing of checklist items should follow a meaningful organization of the tasks, and be performed in a logical flow.**
  - ☐ Checklist items are in a logical order
- 4. Checklist items should be sequenced in parallel with internal and external activities that require input from other parties (operations, project/product management, stakeholders)**
  - ☐ Items that require external input are in parallel
- 5. The most critical items on the task-checklist should be listed as close as possible to the beginning, in order to increase the likelihood of completing the item before interruptions may occur. This could conflict with No. 4 above. In most cases where this occurs, this guideline should take precedence.**
  - ☐ Critical items are listed as close as possible to the top
- 6. Critical checklist items that need to be reevaluated due to new information, should be duplicated in checklists for the appropriate situation (testing, runtime, etc.).**
  - ☐ Items requiring reevaluation are duplicated where appropriate
- 7. The completion call of a checklist should be written as the last item on the checklist, allowing team members to move mentally from the checklist to other activities with assurance that the checklist has been completed.**
  - ☐ Checklist ends with a completion task
- 8. Critical checklists should be completed early in the process in order to decouple them from the other activities that may cause distraction.**
  - ☐ Critical checklist is documented to be completed first
- 9. Checklists should be designed in such a way that their execution is not tightly coupled with other tasks. Provide buffers for recovery from failure and a way to “take up the slack” if checklist completion does not keep pace with other activities.**
  - ☐ Checklists do not have tightly coupled tasks
- 10. Teams should be aware that checklist procedure is highly susceptible to production pressures. These pressures set the stage for errors by possibly encouraging substandard performance, and may lead some to relegate checklist procedures to a second level of importance, or not use them at all.**
  - ☐ Development has a sense of ownership of checklists

Am I allowing the user to change the value of stored data?

- ☐ No
- ☐ Yes, and I am making sure the user is both identified and is authorized to make the requested changes

Am I exposing an internal identifier value to the user?

- ☐ No
- ☐ Yes, and I am making sure the user is both identified and is authorized to view or work with the item

Am I returning any values that the user entered back to the user?

- ☐ No
- ☐ Yes, and I am making sure the values are escaped for the rendering context

Am I processing any user provided XML data?

- ☐ No
- ☐ Yes, and I am using an XML parser that is configured to reject embedded document type declarations (DTD)