

Usability and Usefulness Checklist - Software

- **Software**

- Lab

- New

- Planning
 - Define the goals of this pilot, implementation or upgrade. Gather information regarding those goals from a variety of perspectives, including programmers and all types of end-users (if there is more than one type. For example, student vs faculty view in pathway)
 - Develop a tentative outline of the order in which different software modules must be developed
 - Create documentation that outlines how many other systems are impacted by a change to this program. Make a list of people that need to be contacted about those changes.
 - Develop a project plan with staffing requirements from all projects impacted by this change
 - Communicate the project plan with other project managers impacted by this change
 - Communications
 - Testing
 - ADA
 - Security

- Upgrade/Maintenance

- Planning
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- Security

□ Desktop

□ New

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□ Upgrade/Maintenance

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□ Online/Cloud based

□ New

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