Usability and Usefulness Checklist - Hardware

- □ **Hardware**
  - □ Servers
    - □ <u>New</u>
      - Planning
        - o 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)
        - o Develop a tentative outline of the order in which different software modules must be developed
        - o 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.
        - o Develop a project plan with staffing requirements from all projects impacted by this change
        - o Communicate the project plan with other project managers impacted by this change
      - Communications
      - Testing
      - ADA
      - Security

    - □ <u>Upgrade/Maintenance</u>
      - Planning
        - o 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)
        - o Develop a tentative outline of the order in which different software modules must be developed
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        - o Communicate the project plan with other project managers impacted by this change
      - Communications
      - Testing
      - ADA

- Security

- □ Mobile Devices
  - □ New
    - Planning
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      - Develop a tentative outline of the order in which different software modules must be developed
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      - 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
      - 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
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      - Communicate the project plan with other project managers impacted by this change
    - Communications
    - Testing
    - ADA
    - Security

- □ Desktops

- ☐ <u>New</u>
  - 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
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    - Communicate the project plan with other project managers impacted by this change
  - Communications
  - Testing
  - ADA
  - Security

- ☐ <u>Upgrade/Maintenance</u>
  - 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)
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  - Communications
  - Testing
  - ADA
  - Security