

# GUI Review Checklist

Project Code

Version of the work product

Reviewer (s)

Review date

Work product' size

Effort spent on review (man-hour)

Question	Yes	No	N/A	Note
Is graphical design of GUI reviewed or accepted by customer? If not				
Has the waiver been stated?				
Is one button set to be default?				
Are the controls ordered according to normal behavior (Microsoft Style)?				
Are all labels aligned uniformly?				
Are text areas aligned uniformly?				
Are there any spelling mistakes?				
Are all non-enterable text areas of the same color (gray)?				
Is the tab sequence correct?				
Is cursor becomes hourglass when doing background processing?				
Does cursor return to pointer after the task?				
Do all fields match data length?				
Do enterable fields accept entry only for the given lengths of String e.g. char (30)?				
Are abbreviations used? If yes				
Are they understandable for end users?				
Are they consistently used across all screens?				
Are both mouse and key strokes handled?				
Are the color combinations used on screens consistent?				
Is the usage of the screens intuitive?				
If hotkeys or accelerator keys used, is it consistent?				
If yes to the above, has this been tested?				
Are error messages displayed in non-technical terms and are understandable to the user?				
Are the error messages informative and not blaming the user?				
Before an action that affects the system (such as a delete) is performed, is the user asked for confirmation?				
Are dates and time formats across the system consistent?				
Are number formats consistent?				
If Tooltips are used, are they helpful or meaningful?				
Are screens and menu mapped correctly?				

\* **Comment**

\* **Suggestion**

[     ] - Pass

- [ ] - Review again
- [ ] - Other