CxOne Artifact

This is the top-level checklist for artifacts created using CxOne. Many items assume the artifact is a document; these can be applied to other types of artifacts or ignored as appropriate.

General Content

ART-1   Are spelling, grammar, and punctuation correct?

ART-2   Are titles and headings consistent with contents?

ART-3   Are the concepts and wording clear and understandable?

ART-4   Are assumptions and context clearly identified, referenced, or implied by artifact type?

ART-5   If appropriate is the purpose and scope of the artifact clearly and correctly stated?

ART-6   Is the artifact concise? (i.e., no extra, unnecessary, or redundant information)

ART-7   Is the artifact complete?

ART-8   Does the artifact contradict itself?

ART-9   Is the artifact consistent with upstream artifacts, and if deviations exist are they clearly identified and stated?

ART-10 Is existing CxOne or other information incorporated by reference instead of unnecessary duplication of content?

ART-11 Are figures, tables, and other internal references in the text present in the artifact?

ART-12 Are terms and acronyms handled as per *CxCheck_TermsAndAcronyms*?

Mechanics and Format

ART-13 Does artifact utilize the appropriate template?

ART-14 Is the artifact versioned appropriately?

ART-15 Is the artifact marked confidential as appropriate?

ART-16 Are all appropriate formatting conventions followed?

ART-17 Are all fields and/or placeholder text correctly filled in and updated or removed?

ART-18 Are all hidden text, comment text, and revision marks removed as appropriate?

ART-19 Is all tool generated content updated and accurate? (e.g., table of contents)

CxOne Usage

ART-20 Has the title, subject, company name and other appropriate placeholders in the artifact been customized to reflect the project and/or organization the artifact is being created by?

ART-21 If work is based on existing samples, has all content from the sample been updated, converted, or removed as appropriate?