ITGS IA Checklist – itgskit.com

CHECKLIST		CRITERION
☐	Is a client identified?	A
☐	Are the inadequacies of the present situation explained?	A
☐	Cited reference to the consultation with the client?	A
☐	Transcript of the comprehensive discussion with the client?	A
☐	Analysis form used from forms.zip?	B
☐	Refers to the scenario from your discussions in criterion A	B
☐	Includes requirements specification **detailed** enough to effectively evaluate the success of the IT solution (the product)	B
☐	**Detailed** justification of **why** you chose the IT solution (product) that you chose. (ie. How does it meet all the needs of your client?)	B
☐	Did you use the Project Schedule form provided by the IB? (*forms.zip*)	C
☐	Detailed schedule of tasks for planning, designing, developing, testing and implementing the IT solution (product)?	C
☐	Could your project schedule be used as a basis for the development of the IT solution (product)	C
☐	Uses the product design form from the IB? (*forms.zip*)	D
☐	Includes overall structure of the IT solution?	D
☐	Includes internal structure of the IT solution?	D
☐	Includes list of resources needed to make the IT solution?	D
☐	Includes list of techniques (basic and at least 3 advanced) needed to make the IT solution?	D
☐	Sufficient detail for a third party to see how the product was created?	D
☐	Structure of the product explained?	E
☐	Basic techniques explained? (WITH SCREENSHOTS)	E
☐	Advanced techniques (at least 3) explained? (WITH SCREENSHOTS)	E
☐	Sources acknowledged?	E
☐	Feedback from the client?	F
☐	Compared the product against the specific performance criteria from criterion B	F
☐	Appropriate recommendations for future development of the product?	F
☐	Used the prescribed Cover Page from the IB (in *forms.zip*)?	G
☐	Appropriate file names and folder structures?	G
☐	Included a screencast of the product working? (showing all features)?	G
☐	Content is sufficient for IT literate third party to evaluate its effectiveness?	G
☐	Product functions as required?	G