

Use this checklist to ensure that you have successfully completed each section of the documentation.

Criterion A: Initial investigation	
Initial investigation	
A client has been identified.	
A problem that requires an IT solution has been identified from the consultation with the client.	
The inadequacies of the current system have been explained from the consultation with the client.	
The word count for the initial investigation is approximately 250.	
The initial investigation is linked to the cover page.	
Initial consultation with client	
Evidence of the consultation with the client has been included.	
The evidence of consultation has been linked to the cover page.	

Criterion B: Analysis	
The analysis form has been used.	
The solution has been identified.	
Requirements specification	
The proposed product is realistic in terms of time constraints, resources and the student's ability to develop it.	
Specific performance (success) criteria	
Specific performance criteria have been drawn up that make it possible to evaluate the success of the product in criterion F.	
Justification of the proposed solution	
A feasible solution has been identified.	
The choice of the solution has been selected that resolves the inadequacies identified in criterion A.	
The justification of the proposed solution is approximately 350 words.	

Criterion C: Project schedule	
The project schedule form has been used.	
The project schedule refers to the solution identified in criterion B.	
The project schedule is updated during the lifetime of the project.	
The project schedule provides a realistic plan and timeline for managing the project including the gathering of necessary information, the development of the product and the testing process.	

Criterion D: Product design	
The product design form has been used.	
The product design refers to the solution identified in criterion B and the project schedule in criterion C.	
The product design includes a range of design levels.	
The product design includes a table of assets and a table of techniques required in the development of the product.	
The product design identifies at least three advanced techniques that will be used in the development of the product.	
The product design is presented in sufficient detail for an IT-literate third party to understand how the product was created.	
The test plan proposed addresses the main types of test appropriate to the product and relates to the specific performance criteria identified in criterion B.	
There is evidence of agreement with the client to develop the product.	

Criterion E: Product development	
The different techniques used to develop the product have been identified.	
The product includes at least three complex techniques identified in criterion D.	
The appropriateness of the product structure has been justified.	
Screenshots along with justifications have been used to illustrate the choice of the techniques used to develop the product.	
All sources have been cited using an appropriate referencing style (for example, Harvard, MLA).	
The technical documentation is approximately 1,000 words.	

Criterion F: Product evaluation and future product development	
Feedback from client	
Appropriate feedback has been obtained from the client.	
The evidence for the consultation to obtain feedback from the client has been linked to the cover page.	
Product evaluation	
The evaluation refers to the requirement specifications in criterion B and the test plan in criterion D.	
The evaluation explicitly refers to the feedback obtained from the client.	
Future product development	
The recommendations are appropriate to the client for the future development of the product.	
The product evaluation and future product development is approximately 400 words.	

Criterion G: Required elements	
Evidence of testing and functionality	
The product has sufficient extent to enable its effectiveness and functionality to be evaluated.	
The product has been thoroughly tested in a range of situations to ensure that no tests will fail.	
The tests used to ensure the functionality correspond to those in the completed test plan.	
Cover page	
The cover page template has been used.	
The student's details have been added where appropriate.	
The cover page has been saved in HTM/HTML format.	
File naming and folder structures	
One folder called "product" has been created, which holds the product.	
The product folder structure is intuitive and allows files to be located easily.	
One folder called "documentation" has been created, which holds the eight documentation files: there are no other files or subfolders within this folder.	
The documentation is easy to navigate and uses the file names prescribed in the guide.	
All links within the project are relative.	
There is appropriate use of file names throughout the project.	

Final check	
The organization of the project prescribed in the guide has been adhered to.	
The project is no more than 2,000 words.	
The links within the product and documentation (where appropriate) are relative, allowing portability.	
The project has been tested in more than one location under different conditions.	
The correct forms have been used for the cover page, analysis, project schedule and product design.	
There are no appendices in the project.	