

SYSTEM ASSESSMENT DOCUMENT

<SYSTEM NAME>

System Assessment highlights

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Initiator of Assessment:		Initiation Date:	
Assessment Executer:		Assessment Date:	
Written by:		Date of Document:	
Quality Assurance:			

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EXECUTIVE SUMMARY

Background and general description of the system/project

Synopsis of findings and recommendations

At the project level:

Finding	Lesson learned	Suggested action item owner	Scope / Schedule

Table 1: Summary of the project's problems and lessons learned

At the organization level

Lesson learned	Suggested action item owner	Scope / Schedule

Table 2: Long-range lessons for the organization

Applying the Four Quality Metrics

Functionality	
Efficiency and modularity	
Cost effectiveness	
Legality	

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0. ADMINISTRATION

0.1 Participants

Participant's name	Role in the project	Phone / E-mail	Comments

Table 3: List of those involved in the assessment

0.2 Relevant Documents

Title of document	Date of document	Comments
Inception document		
Analysis document		
Design document		
.....		
Meeting summaries		
Analyses of risks / cost-benefit / alternatives		
Work plans, protocols		
.....		

Table 4: List of documents that were reviewed in the course of assessment

0.3 The Assessment Process and Special Events

1. GOALS

1.1 Client/Application Expert

1.2 Goals and Objectives

1.6 Benefits

1.7 Time Frame

2. APPLICATION

2.2 Users and External Systems

2.3 Subsystems and Primary Functions

2.4 User Interface

2.4.0 MMI rules and guidelines

2.5 Processes

2.11 Logical Data Structure

2.19 Security and Privacy

2.21 Performance and Capacity

2.22 Interfaces and Links

3. TECHNOLOGY AND INFRASTRUCTURE

General Assessment

Partial but Detailed Assessment

3.1 Central Hardware

3.3 Peripherals

3.4 Special Equipment

3.10 Operating System

3.11 Data Base Management System (DBMS)

3.13 Development and Maintenance Tools

3.30 Private/Local Area Networking

Full Assessment

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4. IMPLEMENTATION

4.1 Parties Involved

4.1.1 Management

4.1.2 Professional teams (Development teams)

4.1.3 Technical support

4.1.4 Suppliers and other outsiders

4.1.5 Quality assurance

4.2 Work Plan

Overall Assessment (option a)

Partial but Detailed Assessment (option b)

Event	Planned	Actual	Comments
Inception & start of process			
Final decision to develop the system			
[Issuing an RFP, selecting a proposal]			
Final decision to deploy the system			
Steering committee meetings			
Main reviews			
Significant personnel turnover			

Table 5: Major events in the project's life cycle

Full Assessment (option c) – according to the Life Cycle

4.4 On-going Operation

4.5 Documentation Index

4.6 Service and Maintenance

4.7 Deployment and Integration into the Organization

4.8 Robustness and Reliability

4.8.1 Testing plan

4.8.2 General reliability requirements

4.9 Configurations

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5. COST OF RESOURCES

5.1 Set-up Cost

5.2 Ongoing Costs

5.4 Price List

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APPENDICES

Assessment of additional subjects

Further details of conclusions and recommendations

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