<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 : Summary of the project’s problems and lessons learned

### At the organization level

|  |  |  |
| --- | --- | --- |
| Lesson learned | Suggested action item owner | Scope / Schedule |
|  |  |  |
|  |  |  |

Table : Long-range lessons for the organization

## Applying the Four Quality Metrics

|  |  |
| --- | --- |
| Functionality |  |
| Efficiency and modularity |  |
| Cost effectiveness |  |
| Legality |  |

# 0. Administration

## 0.1 Participants

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

Table : 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 : 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 [Option A]

## Partial but Detailed Assessment [Option B]

### 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 [Option C]

# 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 : Major events in the project’s life cycle

### Full Assessment according to the Life Cycle [Option c]

## 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

# 5. Cost of Resources

## 5.1 Set-up Cost

## 5.2 Ongoing Costs

## 5.4 Price List

# Appendices

## Assessment of additional subjects

## Further details of conclusions and recommendations