



Project Concept Design Checklist

This checklist confirms that all tasks have been completed for the Concept Design phase of the IPT process. The team should review and complete the list prior to the completion of the milestone review. It should be used as an internal resource to ensure adequate coverage of all related issues.

I. IPT Name:		
II. Deliverable Name:	Concept Design Checklist	Date Completed:
III. Contact Information		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
IV. Task Order Number:		

Checklist Item	Yes/No	Comments
1. Have other data structures not considered in the data model (for example, summary data, historical data) been designed?		
2. Has the database design been reviewed by:		
a) IS group?		
b) Application developers?		
c) Users?		
d) Outside experts?		
3. Have the key business case components (objectives and benefits) been communicated to all project team members?		
4. Has the processing that will be performed and how it will be performed been closely defined for each work unit?		
5. Are common functions performed in common modules?		
6. Have typical causes of long response and run times been avoided? For example:		
a) Lengthy database searches?		
b) Single-threaded (serially reusable) resources?		
7. Have all interfaces with other systems been designed, including:		
a) Manual interfaces?		
b) Shared databases?		
c) Shared files?		
d) Shared processing?		
e) Messages?		
f) Shared hardware resources?		



Checklist Item	Yes/ No	Comments
g) Shared communications network?		
8. Does the design identify controls to ensure that messages sent by one system are received and processed by the other system?		
9. Does the design of the system include processes for recovering data that is lost during:		
a) Batch processing?		
b) On-line processing?		
c) Asynchronous processing?		
10. Do the data recovery methods adequately consider the problem of duplicate and potentially different output?		
11. Have adequate fallback procedures been provided for the critical business functions to be automatic?		
12. Does the design identify the need for complete data back-up and recovery procedures including:		
a) Retention of old generations of backup files and databases and their associated transaction files?		
b) Provision for off-site storage of the backup files and databases referenced in (a) above?		
c) Recycling of the oldest back-up copies?		
d) Integration of the system into the organization's contingency plan?		
e) For on-line systems that update master files, create transaction files or switch messages, does the controls design provide for sufficient system and data recovery procedures to:		
– Reconstruct databases and transaction files that may be destroyed during on-line processing?		
– Detect the occurrence and effect of partially completed transactions?		
– Remove the effect of partially completed transactions following a system failure or individual transaction failures?		
– Inform users and operators of where they should resume operation after a system failure?		
13. Has the system been designed according to the organization's standards?		
14. Have the functional and technical specifications been updated and reviewed with user management?		
15. Have the scope and objectives of the system remained the same?		
16. If the answer to the question above is "no", have the changed project scope and objectives been communicated to and agreed upon by senior management and the Department of Education?		
17. Have detailed formats been prepared for all windows, screens, reports (including audit trail and control reports), forms, etc?		
18. Have detailed specifications and formats been prepared for all files, data bases and records?		
19. If a central dictionary to control all data elements has		



Checklist Item	Yes/ No	Comments
been established, does it specify for each element:		
a) Its attributes?		
b) Its purpose or use?		
c) Where it is used (files, records, programs, reports, screens, etc.)?		
d) The meaning of all code values?		
20. Have detailed specifications of all work units been prepared and documented in accordance with system development practices standards?		
21. Have all unit and system interfaces been checked in detail from both sides of the interface?		
22. Have structured walk-throughs for all work units been performed and have all open points been resolved and approved by the project manager?		
23. Have operating schedules, run times, response times and equipment requirements been updated to reflect systems modifications and volume changes?		
24. Has the business case been updated to reflect all the system design changes made during detailed design?		
25. Have all changes been identified for the following:		
a) Installation costs?		
b) Continuing costs?		
c) Intangible considerations?		
26. Have all significant variances to the business case been communicated to and reviewed with senior management and The Department of Education?		
27. Has a common test data base been established?		
28. Have the structure and content of the test data base been communicated to all analysts and programmers?		
29. Has all documentation been prepared in accordance with systems development practices standards and has it been organized in a neat and orderly fashion?		