

## Software Development Best Practice - Check List

**Software/Project Code:** .....

**Software/Project Name:** .....

**Client Name:** .....

**Software Class:** Prototype  Project  Product

**Software Age:** Legacy  Mature  New

**Comments:** .....

.....

Best Practice Elements	Status	Comments
<b>Project Charter</b>		
<b>Detail Project Plan (MPP/EXCEL)</b>		
<b>User Requirements Specification</b>		
<b>Risk Management Plan</b>		
<b>Software Quality Assurance Plan</b>		
<b>Software Design Document</b>		
<b>Test Plans/Test Cases</b>		
<b>Development/Implementation Plan</b>		
<b>Test Report</b>		
<b>User Manual</b>		
<b>Administrative/Installation Manual</b>		
<b>Training/Capacity Building Plan</b>		
<b>Security Testing Report</b>		
<b>Support &amp; Maintenance Document</b>		
<b>SLA Compliance documentation</b>		

Possible values of the **Status: Complete, Partial** or **None**. Add comments to clarify or justify current status.

The following table outlines which of these phases are appropriate for the different types of software development project.

<b>Documentation</b>	<b>Prototype</b>	<b>Project</b>	<b>Product</b>
<b>Project Charter</b>	N/A	<i>Essential</i>	<i>Essential</i>
<b>Detail Project Plan (MPP/EXCEL)</b>	N/A	<i>Essential</i>	<i>Essential</i>
<b>User Requirements Specification</b>	<i>Essential</i>	<i>Essential</i>	<i>Essential</i>
<b>Risk Management Plan</b>	N/A	N/A	<i>Desirable</i>
<b>Software Quality Assurance Plan</b>	<i>Essential</i>	<i>Essential</i>	<i>Essential</i>
<b>Software Design Document</b>	<i>Optional</i>	<i>Essential</i>	<i>Essential</i>
<b>Test Plans/Test Cases</b>	<i>Essential</i>	<i>Essential</i>	<i>Essential</i>
<b>Development/Implementation Plan</b>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>
<b>Test Report</b>	<i>Essential</i>	<i>Essential</i>	<i>Essential</i>
<b>User Manual</b>	<i>Optional</i>	<i>Essential</i>	<i>Essential</i>
<b>Administrative/ Installation Manual</b>	<i>Optional</i>	<i>Essential</i>	<i>Essential</i>
<b>Training/Capacity Building Plan</b>	NA	<i>Essential</i>	<i>Essential</i>
<b>Security Testing Report</b>	NA	<i>Essential</i>	<i>Essential</i>
<b>Support &amp; Maintenance Document</b>	<i>Optional</i>	<i>Essential</i>	<i>Essential</i>
<b>SLA Compliance documentation</b>	NA	<i>Essential</i>	<i>Essential</i>