SYSTEM DESIGN REVIEW CHECKLIST

APPLICABLE?	DESIGN DELIVERABLE	KEY QUESTIONS OR ISSUES TO CONSIDER
	Project Name, Contributors, Work Group, Date	Include the name of the project and all contributors, the name of the work group(s) that own particular sections, and the design review date.
	Key Stakeholders	List the key stakeholders, with their work group and contact information.
	Feasibility Assessment	Indicate whether a feasibility assessment was completed for this project.
	Scope & Business Reason	Include the project charter, and briefly describe the business justification and project scope. Identify the target audience or primary customer.
	Design Approach	Describe the design approach, the logical design, high-level physical design, and include design drawings or diagrams.
	Constraints and Limitations	What technical, financial, or business limitations impact this design?
	Dependencies	Is the design dependent on the release of other applications or services, or on any organizational changes or process bottlenecks?
	Assumptions	What assumptions were used?
	Risks	What risks were involved in this project, and how did you mitigate them?
	Design Alternatives	What design alternatives were evaluated? What criteria influenced the final decision?
	Reporting and Processes	Describe all designed reporting and analytics, and what has been changed or removed?
	System Interfaces	Describe all system interfaces and services, inputs and outputs, as well as any third-party integrations.
	User Interfaces	How does the user interact with this designed solution? Describe the inputs and outputs.
	Fault Management	Describe all failure conditions, error logging, detection and correction, and recovery processes.
	Existing Defects Resolved	What existing defects does this design resolve?

SYSTEM DESIGN REVIEW CHECKLIST continued

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	Compliance	Describe the regulations that this solution addresses. Is the design compliant with appropriate standards?
	Architectural	Describe the scalability of the architecture.
	Usability and Accessibility	Describe the design in terms of its usability and accessibility.
	Security	What type of data is being transferred and stored, and what is its sensitivity? Additionally, comment on authentication and authorization measures.
	Performance and Reliability	Describe the acceptable service level performance of this design.
	Network or Remote Access	Describe any additional network features, and the system accommodates remote access.
	Data and Riles	Describe the database type, structure, data flow, integrity, and query types, as well as file types and systems used.
	Testing	What types of testing has been done (prior to implementation)?
	Hardware or Equipment	What hardware and operating system does this solution use?
	Deployment	Describe how this solution will be deployed, and how it will be used with existing systems or programs.
	Cost	What are the one time and ongoing costs? Do we have the resources to support ongoing maintenance?
	Disaster Recovery	Describe file recovery and retention, as well as the criticality of this program after a crisis.
	Operations	Describe any required maintenance, audit, report distribution, or other operational issues inherit in this design.
	Special Design Issues	List any additional design considerations not covered above.

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