

Instructions: Walkthrough *each* deliverable using these criteria *twice* before delivery. The first time should be done with a majority of the team members present. The second time should be done to verify that every problem that was noted in the first walkthrough was properly handled. In the second walkthrough, it is only necessary that key members participate. A key member is one who can quickly and correctly reconcile any snafu before handing in the final draft on time. You should mention these walkthroughs (i.e., the results and who participated) in your progress reports. Fill out one of these sheets each and every walkthrough and keep a record of all these checklists for a possible audit.

Team Title _____
 Evaluator(s): _____
 Artifact Title: _____
 Date: _____

Ratings (4 – 0) * .25 * [points available]:

4= excellent, 3= above average, 2= satisfactory, 1= not satisfactory, 0= failed or missing

1. ___ [10] Correct, is accurate information provided (also, consider spelling and grammar)?
2. ___ [10] Complete, are all aspects of the standard satisfied or are there omissions?
3. ___ [10] Relevant, is there extraneous information (look for padding or superfluous fill)?
4. ___ [10] Consistency, consider within each artifact (section-to-section) and across artifacts.
5. ___ [10] Organization, does it aid in understanding (and does it conform to the standard)?
6. ___ [20] Complete the following check list (Top Ten Mistakes Committed by Project Teams):
 - ___ [2] Title page (team and artifact title, revision #, date)
 - ___ [2] Abstract (before table of contents with title centered, less than 500 words)
 - ___ [2] Table of contents (sections, figures, and tables)
 - ___ [2] Page (roman and Arabic) and section numbering (maximum three levels of indenture)
 - ___ [2] Margins are correct according to the documentation standards
 - ___ [2] Check for dangling section headings and proper indenting of paragraphs (two types)
 - ___ [2] Sentence and paragraph structure are correct and readable
 - ___ [2] Check that the required sections are included (IMPORTANT) including RTM
 - ___ [2] Are the references, and glossary sections done properly (per the standard)?
 - ___ [2] Is the requirements traceability matrix done correctly (Extremely Important)
7. ___ [10] Traceable, does everything have a written higher level source or reference?
8. ___ [10] Clear and understandable?
9. ___ [10] Overall appearance, does it hinder or help?

Subjective comments:

Give a general impression [good or bad]: _____

Are *all* facets appropriate to the customer adequately handled and/or defined? _____

Further comments [as needed]: _____

Final Score Calculation:

_____ total points awarded
 _____ minus penalties (due to: _____)
 _____ final score (100 points possible)