**Design Review Checklist**

The design review checklist is a compilation of information intended to address the design of a solution that meets the project requirements. Indicate whether the design deliverable listed below is applicable to the solution. Each deliverable indicated as applicable must be documented and included in the design review package.

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| **Applicable Yes or No** | **Design Deliverables**  | **Key questions or issues to consider** |
| Yes | Project Name, Contributors, Work group, Date | Include the name of the project and all design review package contributors, the name of the work group(s) that will own the designed solution(s), and the design review date |
| Yes | Key stakeholders | List the key stakeholders, with their work group and email addresses. |
|  | Feasibility assessment | Include if a feasibility assessment was completed for this project/solution. |
|  | Scope & business reason | Include the project charter scope statement for this project/solution. Briefly describe the business reason for this project, and what is and is not included in the scope of this solution. Identify who is the target audience or primary customer. Can you demonstrate traceability to the business requirements? |
|  | Design approach | Describe the approach used for the design, describe the logical design, high level physical design, and/or include design drawings or diagrams |
|  | Constraints and limitations | What technical, financial or business limitations impact this design? |
|  | Dependencies | Is this design dependent on the release or functionality of other applications/services? Is it dependent on any organizational changes or resource bottlenecks? |
|  | Assumptions | What assumptions were used for this design? |
|  | Risks | What risks can you associate with this solution? |
|  | Design alternatives | What design alternatives were evaluated? What criteria were used to make a recommendation? |
|  | Reporting and processes | Describe all designed reporting and analytics. Describe any scheduled or batch processes. What is new, changed or removed? |
|  | System interfaces | Describe all system interfaces and services, inputs and outputs. What 3rd party packages must integrate with the designed solution? What is the maturity of the integrated components? |
|  | User interfaces | How does the user interact with this designed solution? Describe the inputs and outputs. |
|  | Fault management | Describe health monitoring, failure conditions, error logging, detection, and correction, and recovery processes. Any single point of failure? |
|  | Existing defects resolved | What existing defects are resolved with this design? |
|  | Compliance | Describe what, if any, regulations are addressed with this solution. Is the design compliant with appropriate UW standards (e.g., web application standards)? |
|  | Architectural | Describe the scalability of the architecture. Can it be load balanced? What is the estimated average and peak usage? When is peak usage? How will load testing be done? Any unique architectural features? |
|  | Usability and accessibility | Describe the design for usability and accessibility. Reference on accessibility can be found at https://www.washington.edu/com puting/accessible/ |
|  | Security | What type of data is being transferred? What is the sensitivity of data being transferred and stored? HIPAA? Where is database connectivity data stored? How is authentication and authorization accomplished and managed? Describe application communication security. |
|  | Performance and reliability | Describe the acceptable service level performance of this design, including hours of service. |
|  | Network or remote access | What changes or additional network infrastructure is required? Describe how the solution is accessed and if/how remote access is accommodated. |
|  | Data and files | Describe the database type, structure, data flow, integrity, and query types. Are databases clustered? Any unusual database design features, DBA requirements, or storage needs? Describe file types and systems used. What is the initial size estimate and expected growth rate of the database and/or files? |
|  | Testing | What types of testing and testing methodology is being done prior to implementation? System, usability, load, etc. |
|  | Hardware or equipment | What hardware and operating system is designed for this solution? |
|  | Deployment | Describe how this solution will be implemented, will it run in parallel to an older system? Is it a phased implementation? What and how will data be converted? |
|  | Cost | What is the deployment (one time) and ongoing time and resource estimates for this design? What alternatives exist? |
|  | Disaster recovery and business resumption | Describe file recovery and retention, how critical is this system to get back up after a disaster? |
|  | Operations | Describe any required maintenance, audit, report distribution, or other operational issues inherit in this design. |
|  | Special design issues | Any special design considerations not covered above? |