

Software evaluation template

When you need to find software for managing business, tasks, holidays or whatever else, you face a great number of various products in Internet. This short yet helpful checklist lets you find and evaluate a software product from its functionality and technicality to usability and feedback.

1. Tutorial guide and learning materials

- ☐ Tutorial guide information is accurate, complete and up-to-date
- ☐ Images, video, demo, links and examples are demonstrated in the guide in compliance with the tutorial context
- ☐ Tutorial guide information relates to the learning purposes
- ☐ Users can get installation guide through web site or in software installation file
- ☐ Tutorial content is readable and learnable
- ☐ Software offers help at any stage
- ☐ Target users can read tutorial guide on their languages
- ☐ Learning materials and tutorial information are delivered together with software product

2. Graphic and multimedia

- ☐ Graphic is well designed to optimize learning and working with software
- ☐ Text and background are compatible with each other and easy to read
- ☐ Colors and fonts are compatible with software design and not irritating
- ☐ Animation sustains users in work with software
- ☐ Multimedia helps users to work with software

3. Layout and interface navigation

- ☐ Interface is intuitive; users can quickly find what they need
- ☐ Users can easily navigate through the information to find necessary options
- ☐ Layout is logical and consistent; there is no incompatibility in navigation
- ☐ Navigation menu has ALT tags for rollover to allow users working through keyboard

4. Technical aspects

- ☐ Product is tested on compatibility with declared operating systems
- ☐ Product is tested on minimal hardware requirements
- ☐ Users are able to access web site any time to download latest software version
- ☐ Software installation process is as simple as possible
- ☐ All help links for installation directions work properly

5. Support and feedback

- ☐ Software provides several ways to reach technical support: e-mail, mail, web site, online chat and phone number
- ☐ Software provides users with extra resources such as related web sites, online services, etc.
- ☐ Users can send their technical support requests through feedback
- ☐ Users can find out current product version and check for new updates
- ☐ Users can access frequently asked questions (FAQ) on web site

6. Software trial and purchase

- ☐ Web site of developer informs users about software type: shareware, freeware, etc.
- ☐ Users can get downloadable or online version of software trial from web site
- ☐ Software clearly notifies users of trial period and necessity to purchase product
- ☐ Users can purchase product any time through various methods of payment: credit card, wire transfer, etc.
- ☐ Before making decision to purchase product, users are able any time to read Warranty Agreement
- ☐ Users can access online shop from direct links built in software product

Miscellaneous To Do List Checklists

This section includes to do list Checklists that will help you to get ready to hurricane, take everything that you will need in **pregnancy hospital, properly and productively organize yourself** and become a **successful student** ➡

- [Buying a Used Car Checklist](#)
- [Hunting Checklist](#)
- [Grocery Checklist](#)
- [Software evaluation Checklist](#)