

Item	Points Available	Points Received	Comments
<b>1 Introduction</b> <ul style="list-style-type: none"> <li>- Purpose of the document is clear</li> <li>- Intended readership and why the document is relevant to each group is specified</li> <li>- An overview of the document's contents is given</li> <li>- References are formatted according to APA standards (see Writing Resources on Blackboard)</li> </ul>	10		
<b>2 User Interface Standards</b> <ul style="list-style-type: none"> <li>- Standards give a thorough overview of the general layout of screens and their common components (e.g., buttons, drop-down lists, logos, error messages)</li> <li>- A figure(s) is used to supplement the standards and is referred to and sufficiently described in the text</li> </ul>	15		
<b>3 User Interface Walkthrough</b> <ul style="list-style-type: none"> <li>- A navigation diagram is given showing how the user may navigate from screen to screen. The diagram is described, in general, and referred to in the text.</li> <li>- The user is walked through screenshots for each of the screens given in the navigation diagram. Sufficient descriptions are given for each screen so that the user understands all information displayed and how to manipulate the information (if appropriate).</li> <li>- The walkthrough is laid out in a logical manner</li> <li>- Screen shots are neatly drawn (or actual screen shots are used)</li> </ul>	25		
<b>4 Data Validation</b> <ul style="list-style-type: none"> <li>- All data items that can be typed into the system are described using a tabular format.</li> <li>- For each item, a general description, the item's data type, its possible formats, and its limits are given.</li> <li>- Each item is given a label that refers to the screenshot(s) in which it appears</li> </ul>	10		
<b>5 Report Formats</b> <ul style="list-style-type: none"> <li>- Formats are given for all reports that do not print as they appear on the screen</li> <li>- Each report format is shown exactly as it will print</li> <li>- Each report format has accompanying descriptive text</li> </ul>	---	---	It is unlikely that anyone will have any report formats for this semester's project. But if you do, please include them.
<b>Appendices A, B, &amp; C, title page, table of contents</b> <ul style="list-style-type: none"> <li>- Each appendix is clear, concise, and contains all information specified in the UI template</li> <li>- All signatures are present and each is dated</li> <li>- Title page contains: document title, date, version number, product name, team name, team members' names, and customer name</li> <li>- Table of contents contains all information specified in the UI template</li> </ul>	10		
<b>Writing style, grammar, and formatting</b> <ul style="list-style-type: none"> <li>• Writing style is clear and concise</li> <li>• All sections contain a brief introduction</li> <li>• Figures and tables are both numbered and labeled</li> </ul>	10		

<ul style="list-style-type: none"> <li>• Spelling, capitalization, and grammar are correct according to the Writing Resources given on Blackboard.</li> <li>- Document is neatly formatted, using appropriate fonts, margins, and spacing</li> </ul>			
Total:	80		
			The document was late
			The corresponding draft was late
Final Total:			