Requirements Score Sheets

Date: June 2019

Functional Requirements Score Sheet

We would recommend using a score sheet to assess the functional and non-functional requirements for the products that you are considering within your SIF implementation. Contained on the functional requirements spread sheet are a list of categories including:

- Student Demographic
- Enrollment/Registration
- Withdrawals
- Attendance
- Discipline
- Health
- Schedule
- Course Maintenance
- Grading
- Transcripts
- Gradebook
- Graduation Planner
- Parent / Student Portal
- Transportation
- Student Fees
- Special Education
- Program Requirements
- English Language Learner (ELL)
- Title I
- Guidance
- Homebound
- Migrant and Homeless
- Career and Technical Education (CTE)
- Pre-K
- Summer School
- Configurations
- School Calendar
- LEA Staff/Teacher
- Online Instruction (OI)
- Education & Career Action Plan (ECAP)
- Cohort Year
- Permanent Records / Retention
- Historical Data Retention
- Reports
- Evening School
- Testing / Assessment
- Alerts
- General Functions
- Food Service
- Personnel

Each can be graded by Level, Out of Box interoperability, Weight, and presentation score.

Original template documents are available from the ‘North America: Implementation Planning’ section in Member Resources area.
Non-Functional Requirements Score Sheet

We would recommend using a score sheet to assess the functional and non-functional requirements for the products that you are considering within your SIF implementation. Contained on the non-functional requirements spread sheet are a list of categories including:

- **Software Infrastructure**
- **Software Application**
- **Application Audit**
- **3rd Party Software / Hardware**
- **Graphical User Interface**
- **Database**
- **Network Infrastructure**
- **Servers**
- **Security**
- **Data Center**
- **Performance**
- **Disaster Recovery & Business Continuity**
- **Change Management**
- **Documentation & Training**
- **SIF Interface Module**
- **Support**
- **System Configuration, Project Plan & Training**
- **Microsoft Active Directory Interface Module**
- **Data Transfer Module**
- **System Backup Process**
- **Assumptions, Dependencies & Constraints**
- **Import/Export**
- **IOS/Android Tools**
- **[State] ITD Enterprise Policies & Standards**

Each can be graded by Level, Out of Box interoperability, Weight, and presentation score.

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