

Software Evaluation Checklist

A simple checklist for software evaluation.

Software Title:

URL:

Category	Rate	Rationale	Feedback
Criteria & sub-criteria	Yes/ No/ N.A.	Why does this criteria matter?	Remarks
1. Supporting doc / guides 1.1 User's Guide is available. 1.2 User's Guide is easy to understand. 1.3 User's Support is available within program 1.4 Technical Support Team is available 1.5 Technical Support Team is accessible by phone	 Y Y Y N N	 You want a tool that can be self-learned. To do that, good user guide and technical support only helps flatten the learning curve. If you work in a large company or school, items 1.4 & 1.5 are usually available in the form of the IT department or Edn-Tech team (Lucky you!).	 Your own remarks about the software...
2. User Interface 2.1 Software is easy to use. 2.2 Software is easy to learn. 2.3 Software has a friendly UX/UI.	 Y Y Y	 Easy to use but tedious (many steps to achieve one task) is not good. Easy to learn but tedious (to use) is not good. Friendly UX/UI simply makes using the software intuitive and even enjoyable.	
3. Reliability 3.1 The software stays updated. 3.2 My information is secure. 3.3 My information remains my own copyright	 Y Y N	 When was the last time the software got updated? Is the company backing it still doing well? What are the terms and conditions of using their software (esp. If hosting your content in their cloud space)?	
4. Performance 4.1 does the software lag / crash? 4.2 does it conflict with other softwares? 4.3 software is cost-effective	 N N Y	 When you installed the software, did it cause conflict with other software? Does it even need to be installed? Did it take forever to load? Is it sold as subscription-based, per-use or per-licence? Freemium?	

Overall rating: _____

<!-- 1 is lowest (worst) - 10 is highest (best) -->

The text of this blog post is licensed under [CC BY-NC 4.0](https://creativecommons.org/licenses/by-nc/4.0/).