

Checklist for planning a multimedia project

• Issue Analysis

- *Target Audience*
 - What knowledge do the users have?
 - Do they have any previous knowledge?
 - Which schooling level do the users have?
 - Is the target audience heterogeneous or homogeneous concerning the age, the schooling level, etc.?
 - How motivated is the target audience? Is it a mandatory or a voluntary multimedia application?
 - Do the users have experience with computer-aided applications?
 - Etc.

- *Aim of the Project*
 - Do I want to impart knowledge?
 - What do the users have to know after having visited the application?
 - Does my application want to transfer some information?
 - Is my multimedia application just developed to entertain the users?
 - Or do I want to sell products with my application?
 - Etc.

- *Data Quality*
 - Precision (Positioning Accuracy depending on original measurement data, Updating, Generalisation and Reproduction Technique)
 - Up-To-Dateness
 - Completeness
 - Accuracy
 - Validity
 - Reliability respectively Plausibility
 - Readability, Data Format
 - Maintenance
 - History (Resources, Data Collection, Transformations)

- *Data Sources*
 - Private offices
 - Public offices
 - Internet
 - Etc.
- **Concept**
 - Content
 - Layout
 - Technique
 - Time Schedule
- **Realisation**
 - Data Preparation
 - Processing
 - Testing
- **Evaluation**
- **Marketing**