**University of Idaho Asset Accounting Office**

**Computer Software Analysis Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: [\_\_\_\_\_\_\_\_\_\_\_\_\_@uidaho.edu](mailto:_____________@uidaho.edu) Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

Title of software (working title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate timeframe for this software project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is this software a new application or an upgrade to existing software?
2. If new software, proceed to section 2.
3. If an upgrade to existing software, skip section 2 and proceed to sections 3 and 4.
4. Is this software purchased from a vendor? \_\_\_\_\_\_
5. If yes, which vendor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. If yes, can you list approximate cost and/or budget purchased on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. If you would provide the purchase order and/or invoice numbers it would be helpful. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Is it going to be modified by in-house personnel or a contractor on your behalf prior to being installed to the hardware? \_\_\_\_\_\_. Which alternative (in-house or contractor)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the answer to the above questions is “purchased” and “not modified” then you may skip the rest of the sections. If not those answers, proceed to section 4.

1. Is this an upgrade to existing software? \_\_\_\_\_\_

Here I am looking for modifications which results in:

1. An increase in the functionality of the software or
2. An increase in the efficiency of the software or
3. An extension of the estimated useful life of the software.
4. Then this software is: purchased and modified, developed in-house, or an upgrade? Please check which.
5. Do not include estimated person-hours in the Preliminary project stage.

This would include subjects such as the following:

1. Conceptual formulation and evaluation of alternatives
2. Determination of existence of needed technology
3. Final selection of alternatives
4. Estimated number of all person-hours in the Application development stage? \_\_\_\_\_\_\_\_

This would include subjects such as the following:

1. Design of the chosen path, including software configuration and software interfaces
2. Coding
3. Installation to hardware
4. Testing and parallel processing
5. Do not include estimated person-hours in the Post-implementation/operation stage.

This would include subjects such as the following:

1. Data conversion (unless necessary to make the software operational)
2. Application user training
3. Software maintenance

**Please return promptly to Gary Fuller, Asset Accounting (campus zip 4243),** [**gfuller@uidaho.edu**](mailto:gfuller@uidaho.edu)**, or 885-2824.**