

MULTIMEDIA TRAINING KIT

Worksheet 1: Choosing Open Source Software: Needs and Constraints

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The following worksheet is meant to capture information about software needs. It is the first document that should be completed during the assessment process.

<i>Software Needs Worksheet</i>		
Organization name		
Contact person		
Organizational needs		
User needs		
Language		
<i>Feature</i>	<i>Description</i>	<i>Priority</i>
<i>Constraints</i>	<i>Description</i>	
Budget		
Timeframe		
Compatibility		
Skills		
Other notes		