Figure 13-5.   Constraints Document

CONSTRAINTS: HARDWARE

Computers: PC	**Details and comments**
RAM:	
Monitor resolution:	
Sound Card:	
Network:	
Processor:	
Hard Drive capacity:	
CD-ROM:	
Modem speed:	
Computers: Macintosh	
RAM:	
Monitor resolution:	
Sound Card:	
Network:	
Processor:	
Hard Drive capacity:	
CD-ROM:	
Modem speed:	
Computers: Other	
RAM:	
Monitor resolution:	
Sound Card:	
Network:	
Processor:	
Hard Drive capacity:	
CD-ROM:	
Modem speed:	
Comments: Use this area to provide other information that will help define the hardware constraints, such as distribution of different types of computers, their accessibility, and so on.	

Figure 13-5 (continued).   Constraints Document

CONSTRAINTS: SOFTWARE

Computers: PC	
Operating system, including release no.:	
Browser, including version no.:	
Word processing:	
Spreadsheet:	
Network:	
Authoring system required:	
Testing system required:	
Other:	
Computers: MAC	
Operating system, including release no.:	
Browser, including version no.:	
Word processing:	
Spreadsheet:	
Network:	
Authoring system required:	
Testing system required:	
Other:	
Computers: Other	
Operating system, including release no.:	
Browser, including version no.:	
Word processing:	
Spreadsheet:	
Network:	
Authoring system required:	
Testing system required:	
Other:	
Comments: Use this area to provide other information that will help define the software constraints, such as use of integrated packages, such as Lotus Notes, firewall software, security restrictions, and so on.	

Figure 13-5 (continued).   Constraints Document

CONSTRAINTS: BUDGET.

Total available budget:	$
Comments: Use this area to provide other information that will help define the budget constraints, such as payment schedules, payments tied to deliverables, and so on.	

CONSTRAINTS: TIMELINES.

Final deadline:	
Intermediate deadlines: (List all deadlines here, for both client and developer.)	
Deadline 1:	
Deadline 2:	
Deadline 3:	
Deadline 4:	
Deadline 5:	
Deadline 6:	
Deadline 7:	
Deadline 8:	
Deadline 9:	
Deadline 10:	

Figure 13-5 (continued).   Constraints Document

CONSTRAINTS: CLIENT RESPONSIBILITIES.

Primary contact persons	
Contract negotiation/legal:	
Project coordination:	
Subject-matter: (Name SME contacts, availability, and any other constraints.)	
Assets: (Such as video, audio, artwork)	
Technical: (Hardware, networks, webmaster)	
Billing:	
Required actions:	
Providing materials: (Scripts, assets, etc. Include persons responsible for doing and for sign-off.)	
Item 1	
Item 2	
Iten 3	
Item 4	
Required reviews and turn-around: (Include persons responsible for doing and for sign-off.)	
Review 1	
Review 2	
Review 3	
Review 4	
List required client actions with timelines: (For example, required reviews, turn-around times, sign-off requirements, and so on.)	
Action 1	
Action 2	
Action 3	
Action 4	
Invoice payments:	
Payment 1	
Payment 2	