

Risk Management of Digital Information

Migration Software Analysis

Software Assessment Sheet

Software name:

Manufacturer name:

Address:

Telephone:

Fax

Email:

Software Information:

Version history:

Release:

OS:

Date:

The software can be installed on:

a dedicated workstation

a distributed network

The software is written for which primary OS environment?

Windows 95

Windows NT

Windows 3.1

DOS

Apple

Macintosh

UNIX

OS/2 Warp

Does the software convert files from other operating systems?

	Full	Partial	Incompatible
Windows 95	_____	_____	_____
Windows NT	_____	_____	_____
Windows 3.1	_____	_____	_____
DOS	_____	_____	_____
Apple	_____	_____	_____
Macintosh	_____	_____	_____
LINUX	_____	_____	_____
IBM AIX	_____	_____	_____
Sun SPARC SunOS	_____	_____	_____
Sun SPARC Solaris	_____	_____	_____
SGI IRIX	_____	_____	_____
HP-UX	_____	_____	_____
Digital Unix	_____	_____	_____
OS/2 Warp	_____	_____	_____

How well does the software program convert the following common formats?

	Full	High	Poor	Doesn't Convert
.bmp	_____	_____	_____	_____
.dif	_____	_____	_____	_____
.gif	_____	_____	_____	_____
.jpg	_____	_____	_____	_____
.pdf	_____	_____	_____	_____
.pct	_____	_____	_____	_____
.wpg	_____	_____	_____	_____
.wk1	_____	_____	_____	_____
.xls	_____	_____	_____	_____
.tif	_____	_____	_____	_____
.doc	_____	_____	_____	_____
.dbf	_____	_____	_____	_____
EBCDIC	_____	_____	_____	_____

Can the software convert compressed files?

Yes No

If Yes, does the application convert any of the following common compression formats?

- gzip
- compress
- pkzip
- binhex

Does the software require supporting applications? If so, please list:

Application _____ Purpose: _____

Application _____ Purpose: _____

Application _____ Purpose: _____

Software Performance

Is the software easy to install?

Yes No

Is the software easy to upgrade?

Yes No

Does the vendor supply software conversion benchmarks?

For example: File conversions per minute
Bytes converted per minute

Yes No

If yes, describe benchmarks:

Can the software convert:

- individual files
- directories or folders
- directory or folder hierarchies or trees

To function efficiently, does the software require a large share of available system memory?

Yes No

Will you have to upgrade memory for this program?

Yes No

Can the software recognize corrupted files, identify those files and ignore them?

Yes No

Can the software recognize protected data sources, identify those protected sources and prompt for appropriate login ID and password?

Yes No

User Interaction

Does the software provide an easy to use and consistent interface?

Yes No

If no, please describe difficulties with interface:

Does the software provide easy to read process and error reports?

Yes No

If no, please describe difficulties with interface:

Does the program provide?

written documentation
 on-line documentation