



Quality Assurance (QA) Checklist for Multimedia Projects

Programming

- Review/play the entire production once through from end to end, checking for overall usability and flow
 - Take notes of any other obvious errors (you will go through checking detail problems next)
- Check each link in the main interface/menu. Be sure to check designated key controls for 508 compliance. This applies to the entire CD.
- If multiple productions, check the following for each one (one at a time):
 - Instructions screen links and text
 - Key controls (508 compliance)
 - Navigation (508 compliance and/or flow of game)
 - Graphic design errors or improvement suggestions
 - Animation quality (if applicable)
 - Grammatical errors
 - Scoring
 - If question and answer, check all answers against client approved list

NOTE: To be 508 compliant, the user must have reasonable access to all information/activities without the use of a mouse. When navigating the CD or reviewing the production, be sure to keep this in mind and note any changes that may need to be made to the programming/navigation.



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Audio/Narration

- When a narrator is speaking, make sure the closed captioning follows along at the correct pace with the audio (if project requires 508 compliance)
 - Check the closed captioning for grammatical errors
- Make sure audio is contained within correct screens and/or animation
- Make sure sounds are clear and of equal volume

Window Size

- Clarify that the production window size is set for 600x800 centered (unless otherwise specified by client)

Compatibility

- Test the production on multiple browsers (Mozilla Firefox and Microsoft Internet Explorer – check browser version)
- Test on different operating systems (Windows XP, 2000, 98, etc.)