

Draft requirements for a new Collections Management System

Name of museum:

Requirements prepared by:

Technical restrictions/requirements

Describe your current infrastructure (how many PC:s, do you have a server, internet, network?) and what software you use. Also mention if you have an IT department or if you will need external support.

Users

How many users will you have?

What different roles do the users have?

Who will manage the CMS?

What training will the users need?

Documentation needs

Which procedures must you be able to document in the CMS (cataloguing, condition reporting, tracking movements, etc.)?

Standards

Does the software need to be compliant with professional standards? Which?

Functionality

List at least five functions the CMS must have (e.g. batch import of images, export to xml, search and replace...)

