KIRKOR
IT SOLUTIONS

From Idea to App: Project Checklist

Please fill in this checklist before our first call. Your answers help us understand your idea and give you an accurate scope and quote.

How to use this checklist

This takes about 20 minutes. Type your answers in the tables and tick the boxes that apply to you.

You do not have to answer every question. If you do not know an answer, write “not sure.” We talk about those items on the call.

There are no wrong answers. A short answer is better than no answer.

1. About your organization

What type of organization are you? Tick one.

☐ Nonprofit or foundation

☐ Small business

☐ Startup or new venture

☐ Club, association, or hobby group

☐ Other

Question

Your answer

Organization name and website

What does your organization do? Use one or two sentences.

Who is your main contact for this project? Name, email, and phone.

Who makes the final decisions about the app?

Who are your customers, members, or users today? About how many?

Nonprofits only: do you have 501(c)(3) status? Apple can waive its developer fee for some nonprofits.

2. Your idea

Question

Your answer

In one sentence, what does the app do?

What problem does it solve for your users?

Who uses the app? For example: members, customers, staff, volunteers, or the public.

How many users do you expect in the first year?

What do these users do now, without the app?

Name two or three apps you like. What do you like about them?

Do other apps do something similar? Which ones?

How will you know that the app is a success one year after launch?

How does the app make money or support your mission? Tick all that apply.

☐ It is free for users

☐ Users pay once to download it

☐ Users pay a subscription

☐ Users buy items or upgrades in the app

☐ Users make donations or pay for services

☐ It saves staff time or cost

☐ Not sure yet

3. What you already have

Tick each item that you have now. If you do not have an item, that is fine. We help you set it up.

☐ A website

☐ A domain name that your organization controls

☐ A logo and brand colors

☐ Text, photos, or video for the app

☐ A privacy policy

☐ Sketches, screen drawings, or a written plan for the app

☐ A database, spreadsheet, or customer list that the app must use

☐ Software that the app must connect to

☐ An Apple Developer account

☐ A Google Play developer account

☐ A D-U-N-S number for your organization

☐ An earlier version of the app, or code from another developer

Question

Your answer

Website address

Which software must the app connect to? For example: donor or customer database, payment system, calendar, email list.

Where is your data now? For example: spreadsheets, a website database, or another app.

If you have an earlier app or code, who built it and where is it now?

Apple and Google require organization accounts to have a D-U-N-S number. This is a free business ID from Dun & Bradstreet. It can take one to two weeks to get, so it is good to start early. Your organization owns the developer accounts. We get team access to publish the app for you.

4. Features

Tick each feature that you think the app needs. It is fine to tick many. On the call, we decide which features go in the first release.

Users and accounts

☐ Users sign in with an account

☐ Users sign in with Apple or Google

☐ Different user types, for example staff and members

☐ User profiles

Communication

☐ Push notifications

☐ Messages or chat in the app

☐ The app sends email or text messages

Content and tools

☐ Search and filters

☐ Forms or surveys

☐ Events, calendar, or booking

☐ Files or documents

☐ More than one language

Device features

☐ Location, maps, or GPS

☐ Camera or photo upload

☐ The app works without an internet connection

☐ Connection to other devices, for example Bluetooth sensors

Money

☐ Payments, donations, or subscriptions in the app

For your staff

☐ An admin website to manage content and users

☐ Reports or data export

Which three features are the most important for the first release?

Priority

Feature

1

2

3

5. Timeline, budget, and after launch

Question

Your answer

Do you have a launch date? Is the date fixed? If yes, why?

Do you have a budget range for the first release?

Does a grant or other funding pay for the app? Does it have its own rules or deadlines?

Does the app collect sensitive data? For example: health, payment, or personal records, or data from children under 13.

After launch, who adds content and answers questions from users?

After launch, do you want us to keep the app updated and running?

Is there anything else we should know?

Next step

Send this checklist back to us before our call. On the call, we review your answers together. Then we agree on the scope of the discovery stage and send you a written proposal.