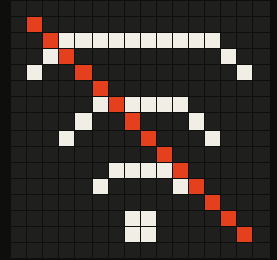


# OFFLINE REQUIREMENTS CHECKLIST

Offline-first is more work than online-first, so decide deliberately. Use this to agree what must work without a signal, what lives on each device, and what happens when two changes clash.

**variance**

[Read the full guide online ↗](#)



## 01 YOU PROBABLY NEED OFFLINE-FIRST IF

- ☐ Your team works away from a desk
- ☐ The places they work have weak or no signal
- ☐ Waiting for a connection costs money or causes mistakes
- ☐ The data is collected once and has to be right

## 02 WHAT MUST WORK OFFLINE

| TASK | WHO DOES IT | DATA NEEDED ON THE DEVICE | CAN IT SYNC LATER? |
|------|-------------|---------------------------|--------------------|
|      |             |                           |                    |
|      |             |                           |                    |
|      |             |                           |                    |
|      |             |                           |                    |
|      |             |                           |                    |
|      |             |                           |                    |

### 03 CONFLICT RULES

| RECORD | WHO CAN CHANGE IT | IF TWO CHANGES CLASH |
|--------|-------------------|----------------------|
|        |                   |                      |
|        |                   |                      |
|        |                   |                      |
|        |                   |                      |
|        |                   |                      |

### 04 WAYS TO SETTLE A CLASH

Last change wins (simple, can lose information) · Merge the changes (when they touch different parts) · Rules per field (a finished job never goes back) · Ask a person (for rare, important cases).

### 05 THE EXPERIENCE

- ☐ It always shows where things stand: saved, waiting to sync, offline
- ☐ It says what failed to sync, why, and how to fix it
- ☐ Work is never lost: closed app, restart, flat battery, expired sign-in
- ☐ Sync happens automatically
- ☐ Photos are compressed and uploaded in the background, with progress

### 06 QUESTIONS TO ASK A DEVELOPER

- 01 What exactly will work offline, and what won't?
- 02 What's stored on each device, and how is it protected if the device is lost?
- 03 How will conflicts be handled? Can we agree the rules for each type of record?
- 04 How does the app show people what's synced and what isn't?
- 05 What happens if someone's sign-in expires while they're offline with unsent work?
- 06 How are photos and large files handled?
- 07 How will offline scenarios be tested?
- 08 What happens to unsent changes when we release an update?