Requirements Gathering Questions

Remember, your goal is to get the client talking about the project, both the issue and the solution.

Not all questions apply for all projects, but they represent a broad range of considerations that can help to think through what’s really needed.

**General Questions**
- What do you hope to accomplish with the proposed project?
- Who are the key stakeholders and users?
  - Do their goals differ?
  - If so, how?
- How do the project/system’s goals map to the department goals or needs?
- Will the project/system change the way you are doing things now?
- What will the project accomplish that is not currently accomplished manually or with other projects/software?
- Are there other projects/systems with which this project/system will interface?
- Is there any existing project/system documentation?
  - If so, where?
- Who else should I talk to?

**Current Needs**
- What department/business requirements will this project/system address?
- What information do you need from this project/system that you don’t have now?
- Is any of this data currently captured in any other project/system?
- Is the data and/or functionality shared by others?

**Current Problems**
- What problems should this project/system solve?
- Do you have to do things manually that you would like to automate?
- Do you have performance problems that need to change?
- Do you have functional limitations that you’d like to change?
Criteria for Success

- What is most important for success of the project?
- What are the training considerations?
- What resources might be needed (budget, staff, etc)
- Are there any dependencies on other project/system in completing the project/system? Please specify.
- Are there resource constraints in maintaining the project/system
  - Do you have the in-house expertise we need?
- Are there technical constraints to developing this project/system?
  - What are they?

Improving an Existing System

- Will the new project/system have additional functionality?
- Will the new project/system help you be more efficient?
  - To what extent?
- What is most important (rank in order of importance):
  - Application is easier to use
  - Application has nicer front-end
  - Application has additional functionality (list)
  - Application is more efficient
  - Application is redesigned to better reflect the business

Criteria for Success

- What needs to happen to make this project/system successful?

High-Level Functions

- What will this project/system do that is entirely new?
- Does the current system do things that this system will not do?
- How do these functions interact with each other?
- Are there other systems this system will interface with?

Resource: http://its.lafayette.edu/projectmanagement/submitproject/requirements-gathering/