

- Objectives: what is the proposed system to do?
- What are the problems with the current way of doing things?
- What data or information is recorded in the current system?
- How much data is recorded at present?
- What data or information is to be recorded in the proposed system? How much data
- Will the proposed system record?
- How frequently will the data need to be updated?
- Will new records need to be added or old ones deleted? How often?
- Will the changes come in batches or in ones and twos?
- How important is the data or information that is recorded?
- What processes or functions are performed by the current system?
- What processes or functions are to be performed by the new system?
- When should they be done and where?
- What special algorithms do these processes use?
- Which processes should be executed manually?
- What are the inputs to the current system?
- What inputs are required for the proposed system?
- What are the outputs from the current system?
- What outputs will be required from the proposed system?
- How often will outputs be required?
- What computing resources does the client possess?
- Is the client prepared to purchase hardware/software resources?
- Is security an issue?
- Should there be restricted access to particular areas?
- How are exceptions and errors handled in the current system?
- What errors and exceptions should be reported in the proposed system?
- How should they be reported?
- Are there any constraints on hardware, software, data, methods of working, cost, Time, etc.?
- Does the user have a particular solution in mind?
- What is the temporary data and permanent data of the current system