* 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 f or 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 issues?
* 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