

Section 1: Basic Information

- What is your name, and what is your position in the organization?
- What department or team do you belong to?
- What is the general goal of the software project?
- What problem does the software tries to solve?

Section 2: Who Are Stakeholders?

- Who are the users of the software?
- How often would the immediate users use the software?
- What could each of the stakeholder groups expect from the software?

Section 3: Functional Requirements

Must-be Features:

- What are the 'core' features that the software must possess to function properly?
- Specific workflows the software must automate?

User Scenarios:

- Could you describe scenarios in which the software will be applied?
- Typical interactions users will have with the software?

Chapter 4: Non-Functional Requirements

Performance:

- What are Critical Expectations from performance?
- Are there performance metrics to be tracked?

Security:

- What security features are of great importance?
- Are there compliance requirements?

Usability:

- What is top usability of the user, such as intuitive interface ease of access.?.
- Is there anything specific to guidelines of design?

Reliability:

- How reliable should the system be?
- How tolerant of errors?

Section 5: Technical and Infrastructure Requirements

- On what platforms would the software need to run on?
- Do you have preferred programming languages, frameworks or tools?
- Are there special hardware or infrastructure requirements?

Part 6: Project Constraints

Budget:

- Approximate how much this software is going to cost in terms of development.

Timeline:

- How long should the time duration be for development, testing, and deployment of the software?
- Are there specific milestones or deadlines that have to be met?

Risks:

- What are the likely risk areas of the project?