**DHIS2 Requirements Gathering Questions**

1. **Organization units and reporting levels**
2. What are the different levels (hierarchies) of reporting that need to be included in the system (Global; Continent; Country, Regional, District, Site…)
3. At what level will data be reported in each country
4. Do you plan to standardize the levels (hierarchies)
5. Do you currently have coordinates for all levels of reporting
6. Discuss your need for a GIS module in the system
7. Do you have site codes (unique identifiers) to facilitate data importation
8. **Data elements, Indicators and Data sets**
9. List all the data elements you are currently collecting
10. Are the data elements standard? If No, how often are they updated?
11. What is the frequency of data collection (Weekly, Monthly, Quarterly, Semi-annual, Yearly)
12. List of all the indicators (calculated data elements)
13. Are Indicators standard, if No, how often are they updated?
14. Any available guidelines/SOPs on data collection (data elements and indicators )
15. **Users**
16. Who are the user of the system, by level
17. What different roles should they have
18. Estimated number of users
19. Is the data going to be publicly accessible or restricted to users with authentication
20. **Data input**
21. Are data entry templates standard for all countries in the project?
22. What mechanisms are put forward to make sure these standards are followed
23. Will data quality checks and validation be put within excel or after import into DHIS2
24. Are the templates formatted in a way that countries cannot adjust them? (Cell formats and protected)
25. How the templates going to be disseminated, and should they be encrypted
26. Is data collected in different language? Explain.
27. Do you have past project data you wish to import into DHIS2 (one time)?
28. **Data analysis**
29. How will you analyze data; using dhis2 or other statistical packages?
30. At what level will data be analyzed/aggregated
31. Please share standard report formats/templates
32. **Data output**
33. What type of reports will be produced out of the data (share samples, or describe your vision)
34. Are there specific preferred reports formats (PDF,XLS,CSV)
35. How often will the reports be produced
36. What are the dissemination procedures in place
37. Do you plan to share reports online without user authentication (i.e. someone with the web portal URL can visit, no login or password required)
38. Is reporting required in different languages?
39. **System management and maintenance**
40. What are the plans for maintaining the system, at global level and regional/country level
41. How will updates to the system be managed?