Interviewing Users and Other Stakeholders

Prepare detailed questions

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Meet with individuals or groups of users

Obtain and discuss answers to the questions

· Document the answers

Follow up as needed in future meetings or interviews

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Preparing for the Interview (1 of 2)

Before

Establish the objective for the interview.

 Determine correct user(s) to be involved. Determine project team members to participate.

 Build a list of questions and issues to be discussed. Review related documents and materials.

Set the time and location.

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Inform all participants of objective, time, and locations.

اعرف رقى الله

During

· Arrive on time.

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Look for exception and error conditions.

 Probe for details. · Take thorough notes.

Identify and document unanswered items or open questions.

Themes for Information Gathering Questing Mar المعرف للاستله المقرب المعالمة المعرف المعالمة المعرف المعربة ا

Witanie	Questions to users					
What are the business operations and processes?	What do you do?					
How should those operations be performed?	How do you do it? What steps do you follow? How could they be done differently?					
What information is needed to perform those operations?	What information do you use? What inputs do you use? What outputs do you produce?					

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Preparing for the Interview (2 of 2)

After

- Review notes for accuracy, completeness, and understanding.
- Transfer information to appropriate models and documents.
- Identify areas needing further clarification.
- Thank the participants.
- Follow up on open and unanswered questions.

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erview Session Agenda (1 of 2)

Discussion and Interview Agenda

Setting

Objective of Interview Determine processing rules for sales commission rates

Date, Time, and Location April 21, 2016, at 9:00 a.m. in William McDougal's office

User Participants (names and titles/positions) William McDougal, vice president of marketing and sales, and several of his staff

Project Team Participants Mary Ellen Green and Jim Williams

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Keeping an Open Items List

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	Issue title							
1	Partial shipments	6-12-2016	7-15-2016	Jim Williams	Jason Nadold	Ship partials or wait for full shipment?		
2	Returns and commissions	7-01-2016	9-01-2016	Jim Williams	William McDougal	Are commissions recouped on returns?		
3	Extra commissions	7-01-2016	8-01-2016	Mary Ellen Green	William McDougal	How to handle commissions on special promotions?		

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Interview Session Agenda (2 of 2)

Interview/Discussion

- 1. Who is eligible for sales commissions?
- What is the basis for commissions? What rates are paid?
- How is commission for returns handled?
- Are there special incentives? Contests? Programs based on time?
- Is there a variable scale for commissions? Are there quotas?
- 6. What are the exceptions?

Follow-Up

Important decisions or answers to questions See attached write-up on commission policies

Open items not resolved with assignments for solution See Item numbers 2 and 3 on open items list

Date and time of next meeting or follow-up session April 28, 2016, at 9:00 a.m.

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Distribute and Collect Questionnaires

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