Requirements Gathering Questionnaire

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| What time is morning registration cut-off, and if users register after the cut-off, when is their first content provided? |  |
| What details are required for each user and are any optional details requested (if so, please detail)? |  |
| What security measures will be required for the user data and how will they be integrated? Will the automation need to decrypt user emails before distributing, for example? |  |
| What sites, if any, do you prefer to aggregate from? Can you list some examples of sites you have used for content provision in the past? |  |
| In your experience, what content do your users prefer to see? Can you explain in detail the processing/formatting you conduct on the content before distributing to users? |  |
| What parameters do you use to identify good content? E.g. content from specific sites is always deemed reliable, content matching more keywords is more suitable, always choosing the most recent content, etc. |  |
| Could you explain in more detail the structure of the content you wish to aggregate and any details of a template for the distributed aggregated content? |  |
| In your aggregations, do you provide links to the source material for further reading? If so, how is this formatted/linked/cited? |  |
| Sport, Tech and Hobbies have been provided as a subset of categories for aggregation. Are these direct aggregation categories or groups for identifying categories? I.e. would a user be expected to select sport as a preference and receive all sport content or select, for example, football and specifically receive football content? |  |
| Do you aggregate content based on topics and then distribute to users who prefer that topic, or aggregate and then distribute content for each individual user based on their preferences? |  |
| What level of detail do you require to be reported, and is there an existing structure/template for the daily reports? |  |
| Aside from common exceptions in any business process (file/webpage not found, user input fails validation, etc.) what are the common exceptions you would expect to be encountered by the process? Can you discuss any exceptions you have perhaps not yet seen but might envisage to be a possibility? |  |
| At what times and with what frequency do registration, aggregation, distribution and report creation take place? |  |
| As a consultant, will I be able to access the company’s local file storage system? Access to stored test user details, configuration files, action logs, daily reports folder, etc. will be required and are specified to reside on the company’s local directory. If unable to access the file system, how would you prefer I structure the necessary files to replicate your directory structure? |  |
| In the project brief, it states: “The automation must take the form of a Flowchart given the complex nature of the user journey”. Could you explain what is meant by this? Will the registration and distribution process automations be segregated or integrated, for example? |  |
| What level of consultation does Mr. Bradbury expect from us? Does he wish to be included as a recipient of progress reports, for example, or will that all be handled internally by yourself? |  |
| How interactive do you wish the automation to be, and what changes do you expect you would want to make regularly? (For example, changing the time of content distribution or adding/removing approved sites to/from the aggregation source list) |  |