

# Interview Outline

## ICT50715 Diploma of Software Development ICTICT509 Gather data to identify business requirements

<b>Person of interest:</b> <i>Name of the person being interviewed</i>	<b>Interviewer</b> <b><i>Name of the person taking interview</i></b>
<b>Location</b> <i>Office location</i> <i>(the space be located on a particular floor of a building?)</i>	<b>Appointment Date/Time:</b> <i>Start date/time:</i> <i>End date/time:</i>
<b>Objectives</b> <i>What data to collect</i> <i>Topic</i> <i>Agreement</i>	<b>Reminder</b> <i>Topics to be covered</i> <i>Topic 1</i> <i>Topic 2</i>
<b>Agenda</b> <i>Introduction</i> <i>Background</i> <i>Overview of the interview</i> <i>Permission to record the interview</i> <i>Summary</i> <i>Feedback</i> <i>Closing remark</i>	<b>Time taken</b>
<b>General Observations:</b> <i>Body language</i> <i>Posture</i> <i>Eye contact</i> <i>Length of the answers</i>	
<b>Questions</b>	<b>Notes</b>