

Interview Outline

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

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