Checklist of Questions for Eliciting Business Requirements

from *Software Requirements Essentials*by Karl Wiegers and Candase Hokanson

* What business problem are you trying to solve or what business opportunity do you perceive?
* What’s the motivation for solving this problem or pursuing this opportunity, or what points of pain do you hope to relieve?
* What are your business objectives? Why aren’t you already achieving those desired outcomes?
* How would the proposed product provide value to the organization, the company, your customers, or humanity as a whole?
* What would a highly successful solution do for you? Can you quantify its potential payoff?
* How could you judge the solution’s success?
* What could the business impact be if you don’t pursue this solution?
* Which individuals, groups, products, systems, or projects could influence or be affected by this project?
* What are the timing goals or constraints for delivering a partial solution? A complete solution?
* If the organization unsuccessfully tried to solve this problem previously, why did the attempt fail and what should the team do differently this time?
* What assumptions are you making regarding the proposed project? What risks do you see associated with it?