

Requirement Gathering Framework

STEP 1: Identify Stakeholders

- Identify business, technical, and end-user stakeholders
- Understand their roles, pain points, and expectations
- Schedule discovery calls or interviews

STEP 2: Understand Business Objectives

- Clarify what the business is trying to achieve
- Define KPIs, success metrics, and use cases
- Document high-level goals and expected outcomes

STEP 3: Conduct High-Level Data Study

- Identify available data sources (databases, files, APIs)
- Assess data volume, frequency, and ownership
- Evaluate data quality, completeness, and relevance

STEP 4: Define Project Scope

- Clearly define what's IN and OUT of scope
- List deliverables (dashboards, reports, models, etc.)
- Outline tools, timelines, resources, and constraints

STEP 5: Documentation & Sign-off

- Create Business Requirements Document (BRD)
- Write Functional Specs / User Stories
- Secure stakeholder approval and sign-off

Best Practices

- Validate your understanding with stakeholders
- Keep requirements clear, concise, and testable
- Document assumptions and known risks early
- Use diagrams or flowcharts for complex flows