**WWI Requirement Questionnaire**

Version 1.0

**Classification:**

**Confidential**

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| Version | Date | Modified By | Summary of Changes | Approved by |
| Version 1.0 | 25-05-2023 | Pratishtha Sharma |  |  |

# High Level Business Objectives

* 1. What are the objectives of this project? What specific goals or outcomes are you aiming to achieve?
  2. What are you trying to accomplish from the reports generated? What insights, analysis, or decision-making support are you seeking?
  3. What are your top priority business metrics? Which metrics are most important for measuring the success of the organization?
  4. What are the key performance indicators (KPIs) that the organization uses to measure success? Which specific metrics or indicators are crucial for monitoring performance?
  5. Who will be using the reports? Who are the intended users or stakeholders who will be utilizing the insights and information from the reports?
  6. Who can access these reports and dossiers? Are there any specific user roles or permissions associated with accessing the reports?
  7. Who will be the owner of these files? Who is responsible for managing and maintaining the reports and dossiers?
  8. Is there a requirement for more than one version of these reports and dossiers? Are there different variations or versions needed for specific user groups or purposes?
  9. How familiar is the user with the tool? What is the level of expertise or familiarity with the reporting tool or analytics platform?
  10. How frequently are you going to use these reports? Will the reports be generated on a regular basis, or for specific events or occasions?
  11. What actions are you driving from these reports? How do you plan to use the insights and information from the reports to guide decision-making or take specific actions?
  12. What are the main revenue goals or targets for the organization? What specific revenue-related objectives or targets does the organization aim to achieve?
  13. Are there any specific profitability or cost reduction goals the organization aims to achieve? Are there financial targets or objectives related to profitability or cost savings?

# Analysis And Content Requirements

* 1. Do you need to perform trend analysis? If so, at what level of granularity would you like to analyze the trends? (e.g., yearly, quarterly, monthly)
  2. Are there any specific attributes or dimensions for which you require drilling down to explore more detailed information?
  3. Does your organization have any specific hierarchy requirements for the reports or dossiers? (e.g., organizational hierarchy, geographical hierarchy)
  4. Which user roles will require access to view the reports? Are there any specific power users within your organization who require advanced reporting capabilities?
  5. Do you have a need for statistical data or platform analytics related to the creation of this project in MSTR?
  6. Does your organization have any preferences or requirements for the location of the reports, such as specific folders or directories?
  7. What are the key measures or metrics that need to be calculated and presented in the reports?
  8. Are there any specific data aggregation or summarization requirements for the analysis?
  9. Are there any specific thresholds or benchmarks that need to be applied in the analysis?
  10. For a prompt, should there be any default answers? If yes, then what should the default answers be?
  11. Which type of year (Fiscal or Calendar year) should be selected for running the third report?
  12. In which form should the dossier be presented, as a presentation or in PDF export format?
  13. Maximum time required for the output?
  14. Any Power Users from your org?
  15. Do we need to enable any subscriptions/schedules for any report?

# Look And Feel Requirements

* 1. Do you have any specific logo or tagline that you want to include on the dashboard or reports? If yes, please provide the logo and tagline details.
  2. Are there any specific color themes or brand guidelines that need to be followed for the reports? Do you require color theme variance according to different business users or departments?
  3. Would you like to include any banding or outlines in some reports to visually separate different sections or data?
  4. What type of screen will the users primarily use for running the reports? (e.g., desktop, mobile, tablet)
  5. Are there any preferences or requirements for the overall visual style of the reports? (e.g., modern, professional, playful)Should the company logo be positioned on the left side of the dossier or report?
  6. If the dossier is intended for presentation mode, what will be the screen size or aspect ratio for optimal display?
  7. What should be the desired or preferred name/title for the dossier or report?
  8. Should there be a consistent alignment of texts throughout the dossier? If yes, what alignment (e.g., left-aligned, center-aligned, justified) is preferred?
  9. Are there any specific requirements for font size and font style? If yes, what are the preferred font size(s) and font style(s)?
  10. When drilling down into more detailed information, should the parent attribute be visible in the reports or dossiers?