# Task 1 - Initial Interview

***What is needed***

1. Can you tell me more about what you want the system to do?
2. Does it need to run on any particular hardware?
3. Does it need to use any particular software?
4. Does it need to interface with any other system(s)?
5. If it is to be a web based system; do you have a domain name or hosting service?

***Problems***

1. What are the main problems or shortcomings with the current system (that need to be addressed by the new system)?
2. How will you judge the success of the new system?

***The users***

1. Who will use the system?
2. Are they competent IT users?
3. What level of user documentation and/or training will they need?

***Security/Compliance***

1. Will the system process any personal data; if so, are you registered under the DPA?
2. Are there any particular security requirements?
3. Do you already have a suitable method of backing up the data in the system?