**Requirements Gathering Template**

1. Problem Statement

* What is the problem that you are currently facing?
* Is there information would you like to be able to keep and access later on?

If yes, what information is this?

* Are you going to be keeping personal information about clients?

If yes, what information is this?

* How will you use this information in the future?
* Which departments need this information?
* Do you have serial numbers to identify each stand?
* Will you be willing to make changes to the way you currently do things for better efficiency?

1. Purpose

* Who will be using the service?
* How many people will be using the service?
* Who will greatly benefit from this service?

1. Descriptive Summary

* What methods are you currently using to store all the data/information?
* What system do you currently use?
* What information does this system keep?
* How effective is it?
* What are its disadvantages?

What are its advantages?

* Which disadvantage would you like to change first?
* What would you like to keep from your current system?

1. Project Scope

* Where will the service be used?
* Who will be affected by the service and in what way?
* Will the services be used in or out of your offices? (Or both)

1. System Interface
   1. Hardware

* Do you want to access this information on a computer or mobile device?
  1. Software
* How many people will be using the service?
* Will different people need to access the same information on the service?
* How long do you plan to keep all the information on the service?

6. Benefits and Objectives (optional)

* What should the service be able to do?
* What benefits are do you want from the service?