

GENERAL INQUIRY

REQUIREMENT GATHERING

QUESTIONNAIRE

• What do you hope to accomplish with the proposed project?

• How do the project/system’s goals map to the department goals or needs?

• Will the project/system change the way you are doing things now?

• What will the project accomplish that is not currently accomplished Providing assistance with project planning and

manually or with other projects/software?

requirements discovery

• Are there other projects/systems with which this project/system will interface?

• Is there any existing project/system documentation?

Executing best practice testing methods of the

system and all integration layers

• Will the new project/system help you be more efficient?

Managing and overseeing project scope,

• Are there other systems this system will interface with? schedule, budget, and resources

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REQUIREMENT

GATHERING

QUESTIONNAIRE 

CURRENT NEEDS & PROBLEMS

• What department/business requirements will this project/system address?

• What information do you need from this project/system that you don’t have now?

• Is any of this data currently captured in any other project/system?

Providing assistance with project planning and

• Is the data and/or functionality shared by others? requirements discovery

• What problems should this project/system solve? • Do you have to do things manually that you would like to automate

• Do you have performance problems that need to change? Executing best practice testing methods of the

system and all integration layers

• Do you have functional limitations that you’d like to change? Managing and overseeing project scope,

schedule, budget, and resources

• Does the current system do things that this system will not do? • What will this project/system do that is entirely new?

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CRITERIA FOR SUCCESS

REQUIREMENT GATHERING

QUESTIONNAIRE

• What is most important for success of the project? • What are the training considerations?

• What resources might be needed (budget, staff, etc)

• Are there any dependencies on other project/system in completing the project/system?

Providing assistance with project planning and

• Are there resource constraints in maintaining the project/system? requirements discovery

• Do you have the in-house expertise we need?

• Are there technical constraints to developing this project/system?

• What needs to happen to make this project/system successful?

Executing best practice testing methods of the

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Managing and overseeing project scope,

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FINDING STAKEHOLDERS

REQUIREMENT GATHERING

QUESTIONNAIRE

• Who are the key stakeholders and users?

• Do their goals differ? If so, how?

• Who uses the system?

• Who installs the system?

• Who trains people to use the system?

• Who fixes the system?

Providing assistance with project planning and

requirements discovery

• Who maintains the system?

• Who creates, updates, deletes information in the system?

• What other systems interface with the system?

Executing best practice testing methods of the

system and all integration layers

• Who gets information from this system?

Managing and overseeing project scope,

• Who provides information to the system?

schedule, budget, and resources

• Are there are others they believe should be involved in the process of identifying the project requirements?

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REQUIREMENT GATHERING 

QUESTIONNAIRE

WHAT’S THE PROCESS?

• What is the purpose of this process?

• What triggers this process to start?

• Who is responsible to perform this process?

• How does this process work today?

• What is the end result or output of this process?

• Is there a system that supports this process today?

Providing assistance with project planning and

requirements discovery

• If there is a system, are you able to show us how this system works?

• If there is a system, are you able to provide us with some screen shots from this system?

• If there is a system, are you able to refer us to where we can find the

Executing best practice testing methods of the

system and all integration layers

user guide for this system?

Managing and overseeing project scope,

schedule, budget, and resources

• Why do you need this process?

• What business objective does this process satisfy?

• Does anything happen automatically at a predetermined time?

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REPORTS

REQUIREMENT GATHERING

QUESTIONNAIRE

• Do you currently have any existing operational reports which help you manage this team?

• Are you able to tell us about your most important reports? • Which systems produce your reports for you?

• How often to you receive these reports?

• Are you able to share some examples of these reports with me/ us?

• Tell us about some of your reporting requirements. What would

you really like to see produced as a report? Why?

Executing best practice testing methods of the

system and all integration layers

• Discuss the content, frequency, audience and layout of the report Managing and overseeing project scope, 

at a high level.

schedule, budget, and resources

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REQUIREMENT

GATHERING 

QUESTIONNAIRE

IDENTIFYING USE CASES

• What functions will the users want from the system?

• Does the system store information?

• Do the users need to create, update, or delete information?

• Does the system need to notify a user about changes in an internal state?

• Are there any external events the system must know about? • What is the user’s overall job?

• What problems have the users had in the past?

• What steps are manual today?



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PROJECT

MANAGEMENT 

SERVICES

NEED MORE HELP?

Our Project Management Services go beyond focusing on start and end dates. The combination of healthcare experience with top-of-the-line project management tactics means we have the right skills to help you succeed.

Impresiv Health’s Project Management Services combine project leadership experience, standardized workbooks, best practices, and healthcare knowledge to help you overcome even the most difficult project constraints.

With our targeted referral network, resources, and methodology, you can enjoy the benefit of working with industry experts who speak your language.

When you work with us, you get faster results, improved communications, and a clear line of how we’re going to meet your project goals—on time and on budget.

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