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| **Key Stakeholder Interview** | | | |
| Interviewee: | Interviewer: | | Date: |
|  |  | |  |
| **Project Purpose:** (key reason(s) for the project) | | | |
|  | | | |
| **Description:** (the how, what, and when of key deliverables) | | | |
|  | | | |
| **Desired Results:** (a prioritized list of specific and measureable deliverables) | | | |
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| **Exclusions:** (items out of scope) | | | |
|  | | | |
| **Communication Needs:** (who, how, and how often) | | | |
| Interviewee: | | How often: | |
| **Acceptance Criteria:** (who needs to sign off on what, and how they will sign off) | | | |
|  | | | |
| **Constraints:** (a prioritized list of restrictions or limitations) | | | |
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