DATA ARCHITECT REQUIREMENT GATHERING QUESTIONAIRE

QUESTIONS TO ASK THE CLIENT ABOUT THE PROJECT TO GET A BETTER UNDERSTANDING OF REQUIREMENTS AND DELIVERABLES.

As a data architect, your role involves designing and managing an organization's data infrastructure. In the first meeting with a client, it's crucial to gather essential information to understand their current state, goals, and challenges related to data. Here are key artifacts and information to request, though keep in mind you might not get answers to all of them as they might not have it themselves, so could be a good idea to suggest that you( Triad) might be able to get these in place for them :

1. Business Goals and Objectives:

* Understand the client's overall business goals and objectives.
* Identify specific data-related goals and how they align with the organization's strategic objectives.

2. Current Data Landscape:

* Obtain an inventory of existing data sources, databases, and data storage systems.
* Understand data formats, structures, and standards currently in use.
* Identify any data quality or consistency issues.

3. Data Governance and Security:

* Enquire about existing data governance policies and practices.
* Understand data security measures, access controls, and compliance requirements.
* Identify any data privacy considerations and regulatory constraints.

4. Data Processes and Workflows:

* Map out the end-to-end data processes and workflows.
* Identify data integration points and dependencies between systems.
* Understand how data flows within and outside the organization.

5. Data Usage and Reporting Requirements:

* Identify how data is currently used for decision-making and reporting.
* Determine reporting requirements and frequency.
* Understand the types of analyses and insights needed from the data.

6. Data Architecture Standards:

* Inquire about existing data architecture standards and frameworks.
* Understand preferred data modeling techniques and database design principles.
* Identify any industry-specific standards that need to be adhered to.

7. Data Storage and Retrieval Performance:

* Assess the performance requirements for data storage and retrieval.
* Understand any latency constraints for real-time data processing.
* Identify the volume of data and expected growth patterns.

8. Technology Stack:

* Gather information on the client's current technology stack.
* Identify database management systems, data integration tools, and analytics platforms in use.
* Understand the organization's cloud strategy, if applicable.

9. Scalability and Future Growth:

- Inquire about the organization's growth plans and scalability requirements.

- Identify whether the current data architecture can accommodate future expansion.

- Discuss any anticipated changes in technology or business processes.

10. Budget and Resource Constraints:

- Understand budget constraints related to data architecture projects.

- Identify available resources, including personnel and technology infrastructure.

- Discuss any limitations that may impact the implementation of data solutions.

11. Data Documentation:

- Request access to existing data documentation, metadata, and data dictionaries.

- Understand how data lineage and data cataloging are currently managed.

12. Collaboration and Communication:

- Identify key stakeholders and their roles in data-related initiatives.

- Understand communication preferences and channels for collaboration.

- Establish a communication plan for the duration of the data architecture project.

By gathering these artifacts and information, you can create a comprehensive understanding of the client's data landscape and requirements. This knowledge will serve as a foundation for developing a tailored data architecture strategy and solution that aligns with the client's business objectives.