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200+ Questions to Ask your Stakeholders for Gathering Requirements

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GENERAL HIGH-LEVEL QUESTIONS

- 1.What problem or need is the project intended to address?
- 2.What are the project goals and objectives?
- 3.Who are the stakeholders involved in this project?
- 4.What are the key features and functionalities required for the project?
- 5.What are the project constraints, such as time, budget, and resources?
- 6.What are the desired deliverables and their expected outcomes?
- 7.What are the existing systems or processes that may be impacted by this project?
- 8.What are the success criteria or metrics for evaluating the project's effectiveness?
- 9.Are there any legal, regulatory, or compliance requirements that need to be considered?
- 10.What are the user roles and responsibilities within the system or process?
- 11.What are the specific user needs and expectations?
- 12.Are there any specific business rules or workflows that need to be followed?
- 13.How will data be collected, stored, processed, and presented within the project?
- 14.Are there any integration requirements with other systems or platforms?
- 15.What are the security and privacy requirements for the project?
- 16.What are the performance and scalability expectations?
- 17.Are there any localization or internationalization requirements?
- 18.What are the training and documentation needs for users and administrators?
- 19.How will the project be maintained and supported after its implementation?
- 20.Are there any risks or concerns that need to be addressed?

QUESTIONS FOR WEB APPLICATION PROJECT

21. What is the purpose and main objective of the web application?
22. Who are the target users of the web application?
23. What specific functionalities and features should the web application have?
24. Are there any existing systems or applications that the web application needs to integrate with?
25. What are the technical requirements and constraints for the web application (e.g., preferred programming languages, frameworks, hosting environment)?
26. What are the different user roles and their associated permissions within the web application?
27. What are the key workflows and processes that the web application needs to support?
28. Are there any specific design or branding guidelines that should be followed?
29. What are the performance expectations for the web application (e.g., response time, concurrent users)?
30. What are the security requirements for the web application (e.g., user authentication, data encryption)?
31. What are the data requirements for the web application (e.g., types of data to be captured, storage and retrieval needs)?
32. How will the web application handle errors, exceptions, and validation of user inputs?
33. Are there any regulatory or compliance requirements that the web application needs to adhere to?
34. How will the web application be deployed, hosted, and maintained?
35. What are the preferred browsers and devices that the web application should be compatible with?
36. Is there a need for multi-language or multi-lingual support in the web application?
37. Are there any specific accessibility requirements that the web application should meet?

- 38.What are the reporting and analytics needs for the web application?
- 39.How will user support and feedback be handled within the web application?
- 40.What is the project timeline and budget for the web application development?

QUESTIONS FOR DASHBOARD

- 41.What are the main goals and objectives of the web dashboard for business analysts?
- 42.Who are the target users of the web dashboard? (e.g., business analysts, managers, executives)
- 43.What specific data and metrics should be displayed on the dashboard?
- 44.Are there any specific key performance indicators (KPIs) or metrics that need to be tracked?
- 45.How frequently should the data on the dashboard be updated?
- 46.Are there any specific data sources that need to be integrated with the dashboard?
- 47.Are there any predefined reports or visualizations that should be included on the dashboard?
- 48.What level of interactivity and drill-down capabilities should the dashboard provide?
- 49.Are there any specific filters or parameters that users should be able to apply to the data?
- 50.What are the preferred visualizations for presenting the data (e.g., charts, graphs, tables)?
- 51.How should the data be organized and structured on the dashboard?
- 52.Are there any specific data aggregation or calculation requirements for the dashboard?
- 53.Are there any specific alerts or notifications that should be displayed on the dashboard?

- 54.What are the security and access control requirements for the dashboard?
- 55.Are there any specific customization or personalization options that users should have?
- 56.How should the dashboard handle different user roles and their associated permissions?
- 57.Are there any specific branding or design guidelines that should be followed?
- 58.What are the preferred devices and screen resolutions that the dashboard should be compatible with?
- 59.Are there any specific export or sharing capabilities required for the dashboard?
- 60.What are the project timeline and budget for developing the web dashboard?

QUESTIONS FOR MOBILE APPLICATION

- 61.What is the primary goal and purpose of the mobile application?
- 62.Who are the target users of the mobile application?
- 63.What platforms should the mobile application support (e.g., iOS, Android)?
- 64.Are there any specific devices or screen resolutions that the mobile application needs to be compatible with?
- 65.What are the key features and functionalities required for the mobile application?
- 66.Are there any existing systems or applications that the mobile application needs to integrate with?
- 67.What are the technical requirements and constraints for the mobile application development (e.g., preferred programming languages, frameworks)?
- 68.How should the mobile application handle user authentication and security?

- 69.What are the specific user workflows and processes that the mobile application needs to support?
- 70.Are there any specific design or branding guidelines that should be followed?
- 71.What are the performance expectations for the mobile application (e.g., response time, offline capabilities)?
- 72.What are the data requirements for the mobile application (e.g., types of data to be captured, storage and synchronization needs)?
- 73.Are there any regulatory or compliance requirements that the mobile application needs to adhere to?
- 74.How will the mobile application handle errors, exceptions, and validation of user inputs?
- 75.What are the preferred methods for notifications and push notifications within the mobile application?
- 76.Are there any specific localization or internationalization requirements for the mobile application?
- 77.What are the reporting and analytics needs for the mobile application?
- 78.How will user support and feedback be handled within the mobile application?
- 79.What is the project timeline and budget for the mobile application development?
- 80.Are there any specific app store or deployment requirements that need to be considered?

QUESTIONS FOR DATA MIGRATION PROJECT

- 81.What is the purpose and objective of the data migration project?
- 82.What is the source system from which the data needs to be migrated?
- 83.What is the target system or database where the data will be migrated to?

84. What specific data elements or entities need to be migrated?
85. What are the data formats and structures in the source system?
86. What are the data formats and structures required in the target system?
87. Are there any data transformation or mapping rules that need to be applied during the migration?
88. What are the data quality requirements for the migrated data?
89. Are there any data validation or cleansing processes that need to be performed during the migration?
90. What is the volume and size of the data to be migrated?
91. Are there any dependencies or relationships between the data entities being migrated?
92. Are there any specific data retention or archiving requirements?
93. Are there any legal or compliance considerations for the data migration?
94. What are the migration timelines and milestones?
95. Are there any specific data migration tools or technologies to be used?
96. What are the security and access control requirements for the data during migration?
97. How will data integrity and accuracy be ensured during the migration process?
98. What are the backup and recovery strategies for the data during migration?
99. Are there any specific data migration testing or validation requirements?
100. What are the resources and budget allocated for the data migration project?

QUESTIONS FOR CRM SYSTEM

101. What are the main goals and objectives of implementing a CRM platform?
102. What are the key functionalities and features required in the CRM platform?

103. What specific customer data should be captured and stored in the CRM?
104. Are there any existing systems or databases that need to be integrated with the CRM platform?
105. What are the specific user roles and permissions within the CRM platform?
106. How should the CRM platform handle customer interactions and communication (e.g., emails, phone calls, meetings)?
107. What are the reporting and analytics requirements for the CRM platform?
108. Are there any specific sales, marketing, or customer service workflows that the CRM platform needs to support?
109. What are the automation and workflow capabilities required within the CRM platform?
110. How should the CRM platform handle lead management and conversion?
111. What are the preferred methods for capturing and managing customer feedback and complaints?
112. Are there any specific customer segmentation or targeting requirements?
113. What are the integration needs with other business applications or systems (e.g., ERP, marketing automation)?
114. How should the CRM platform handle data privacy and compliance (e.g., GDPR)?
115. Are there any specific customization or personalization options that users should have within the CRM platform?
116. What are the preferred reporting and dashboarding capabilities within the CRM platform?
117. How should the CRM platform handle data synchronization and data quality management?
118. What are the preferred channels for customer communication and engagement within the CRM platform?

119.What are the security and access control requirements for the CRM platform?

120.What is the project timeline and budget for implementing the CRM platform?

QUESTIONS FOR DATABASE DESIGNIG PROJECT

121.What is the purpose and objective of the database?

122.What specific data needs to be stored and managed in the database?

123.What are the entities or data objects that need to be represented in the database?

124.What are the relationships and dependencies between the data entities?

125.What are the key attributes and properties associated with each data entity?

126.What are the data validation and integrity requirements for the database?

127.Are there any specific data constraints or business rules that need to be enforced?

128.How will data be collected and entered into the database?

129.What are the reporting and querying needs for the database?

130.Are there any specific performance requirements for the database (e.g., response time, scalability)?

131.Are there any regulatory or compliance considerations for the database (e.g., data privacy, security)?

132.What are the preferred data access and authorization controls for the database?

133.Are there any specific data backup and recovery requirements for the database?

134.What are the preferred data indexing and optimization strategies for the database?

- 135.How will data be migrated or imported into the database from other sources?
- 136.What are the data archiving and retention policies for the database?
- 137.Are there any specific data transformation or extraction requirements?
- 138.What are the preferred data synchronization and replication needs for the database?
- 139.Are there any integration requirements with other systems or applications?
- 140.What are the resources and budget allocated for the database designing project?

QUESTIONS FOR GATHERING NON-FUNCTIONAL REQUIREMENTS

- 141.What are the performance expectations for the system (e.g., response time, throughput, scalability)?
- 142.Are there any specific availability requirements for the system (e.g., uptime, reliability)?
- 143.What are the security requirements for the system (e.g., access controls, data encryption, compliance)?
- 144.Are there any specific usability and user experience requirements for the system?
- 145.What are the compatibility requirements for the system (e.g., browsers, operating systems, devices)?
- 146.Are there any specific localization or internationalization requirements for the system?
- 147.What are the maintainability and extensibility expectations for the system?
- 148.Are there any specific regulatory or compliance requirements that need to be considered?
- 149.What are the data privacy and protection requirements for the system?

- 150. Are there any specific legal or contractual constraints that need to be followed?
- 151. What are the data backup and recovery requirements for the system?
- 152. Are there any specific interoperability or integration requirements with other systems or applications?
- 153. What are the capacity and storage requirements for the system?
- 154. Are there any specific constraints related to network connectivity or bandwidth?
- 155. What are the logging, auditing, and reporting requirements for the system?
- 156. Are there any specific response time requirements for critical system operations?
- 157. What are the disaster recovery and business continuity requirements for the system?
- 158. Are there any specific constraints related to hardware or infrastructure?
- 159. What are the constraints or requirements related to system interfaces and APIs?
- 160. What are the resource and budget constraints for the system implementation?

QUESTIONS FOR GATHERING LEGACY SYSTEM MIGRATION PROJECT

- 161. What is the primary reason for migrating from the legacy system to a new system?
- 162. What are the specific goals and objectives of the migration project?
- 163. What are the key functionalities and features that need to be migrated from the legacy system?
- 164. Are there any specific data elements or entities that need to be migrated?

- 165. What is the size and complexity of the data to be migrated?
- 166. Are there any data transformations or mappings required during the migration process?
- 167. What are the data validation and cleansing requirements for the migration?
- 168. Are there any specific performance or scalability requirements for the new system?
- 169. How should the new system handle any existing customizations or configurations in the legacy system?
- 170. Are there any specific integrations or interfaces that need to be established with other systems?
- 171. What are the security and access control requirements for the new system?
- 172. How will data integrity and accuracy be ensured during the migration process?
- 173. Are there any regulatory or compliance considerations for the migration?
- 174. What are the testing and validation requirements for the migrated data and functionality?
- 175. What are the training and documentation needs for users transitioning from the legacy system to the new system?
- 176. What is the timeline and budget allocated for the migration project?
- 177. Are there any specific risks or challenges associated with the migration process?
- 178. How will the cutover from the legacy system to the new system be planned and executed?
- 179. What are the reporting and analytics needs in the new system?
- 180. What are the ongoing maintenance and support requirements for the new system?

QUESTIONS FOR GATHERING TRANSITION REQUIREMENTS

181. What is the timeframe for the transition from the current state to the future state of the project?
182. What are the specific objectives and goals of the transition process?
183. Are there any specific deliverables or milestones that need to be achieved during the transition?
184. What are the resources (e.g., personnel, equipment) required for the transition?
185. Are there any specific training and knowledge transfer needs during the transition?
186. How will the transition impact existing processes, systems, or workflows?
187. Are there any dependencies or constraints that need to be considered during the transition?
188. What are the communication and stakeholder engagement requirements during the transition?
189. Are there any specific risks or challenges associated with the transition process?
190. How will the transition be managed and coordinated across different teams or departments?
191. What are the change management and adoption strategies for the transition?
192. Are there any specific documentation or standard operating procedures that need to be updated or created?
193. What are the data migration or conversion requirements during the transition?
194. How will the transition impact the organization's infrastructure or technology stack?
195. Are there any regulatory or compliance considerations that need to be addressed during the transition?
196. What are the quality assurance and testing requirements during the transition?
197. How will the transition be evaluated and measured for success?

198.Are there any specific budget or resource constraints that need to be considered during the transition?

199.What are the reporting and monitoring needs during the transition?

200.Are there any ongoing support or maintenance requirements post-transition?

QUESTIONS FOR GATHERING API REQUIREMENTS

201.What is the purpose and objective of the API?

202.What are the specific functionalities and features that the API should provide?

203.Who are the intended users or consumers of the API?

204.What are the specific data or resources that should be accessible through the API?

205.Are there any specific actions or operations that the API should support (e.g., CRUD operations)?

206.What are the preferred data formats and protocols for communication with the API (e.g., JSON, REST, SOAP)?

207.Are there any specific security and authentication requirements for the API?

208.What are the specific error handling and response codes expected from the API?

209.How should the API handle rate limiting or throttling?

210.Are there any specific versioning or backward compatibility requirements for the API?

211.What are the expected performance and scalability requirements for the API?

212.Are there any specific data validation or transformation needs within the API?

213.How will documentation and API specifications be provided to users or developers?

214.What are the preferred testing and quality assurance practices for the API?

215.Are there any regulatory or compliance considerations for the API (e.g., GDPR, HIPAA)?

216.How will the API be monitored and logged for tracking usage and performance?

217.Are there any specific integration requirements with other systems or applications?

218.What are the resources and budget allocated for the development and maintenance of the API?

219.What are the expected support and maintenance needs for the API post-development?

220.Are there any specific deployment or hosting requirements for the API?