**MIS 322 - Assignment 2 FA21 – Individual Assignment**

**10pts**

1. **Interviewing people is a great way to gather information for requirements. We can learn a lot by spending an hour with a manager, a subject matter expert (SME), a person who is responsible for carrying out the work, a quality management person, an auditor, a customer… the list goes on. Not only can we learn answers to our questions, we can learn so much more through getting better context, backstories, gripes, wishes, etc. We can also get a personal “read” from who we are interviewing… how are they feeling about the project? Waste of time? Totally bought in?, Etc.**

**Review the interview form template and the interviews in your project. What are the key elements of the interview form and why are they important?**

**What else would you add to the form if you were performing an interview? Think of at least two items.**

**Finally, list the process of doing an interview. Imagine you have an interview coming up with a subject matter expert in Accounting. What work would you do before the interview, during the interview, and after the interview.**