Additional Resources: Identifying and Eliciting Information From Stakeholders

As a data analyst, one of the keys to your success will be communicating effectively with key stakeholders. Stakeholders are any people who are will be affected by, or might be interested in, your project. One of the most important steps at the beginning of a project will be identifying your key stakeholders. Then, during the process of elicitation, you will need to build a relationship with those stakeholders, and learn their motivations and expectations for your project. You will talk to your stakeholders throughout the life cycle of your project. To guide you through these critical processes, we have provided a list of resources below that will help you determine who your stakeholders are, what information you need to elicit from them, and how you will elicit that information.

How to identify stakeholders:

- Five Questions to Identify Key Stakeholders: https://hbr.org/2014/03/five-questions-to-identify-key-stakeholders/

- Stakeholder Analysis and Management: http://expertbusinessanalyst.com/stakeholder-analysis-and-management/

***Information you should try to learn from your stakeholders*:**

- Interacting with Stakeholders as a Business Analyst: Who Are You Dealing With? https://www.captechconsulting.com/blogs/interacting-with-stakeholders-as-a-business-analyst-who-are-you-dealing-with

***How to prepare for elicitation*:**

- Know Your Audience: Don't Let Your Requirements Get Lost in Translation: http://www.batimes.com/articles/know-your-audience-dont-let-your-requirements-get-lost-in-translation.html

- 3 Steps to Preparing for an Elicitation Session: http://www.bridging-the-gap.com/preparing-elicitation-session/

***Methods of elicitation*:**

- Methods of Data Collection in Stakeholder Analysis: http://www.brighthubpm.com/project-planning/99511-methods-of-data-collection-in-stakeholder-analysis/

- An Overview of Requirements: Elicitation: http://www.modernanalyst.com/Resources/Articles/tabid/115/ID/1427/An-Overview-of-Requirements-Elicitation.aspx

Questions to ask during elicitation:

- 8 Questions Every Business Analyst Should Ask: http://www.modernanalyst.com/Resources/Articles/tabid/115/ID/179/8-Questions-Every-Business-Analyst-Should-Ask.aspx

- Six Effective Elicitation Questions to Ask Your Stakeholders: http://www.batimes.com/articles/six-effective-elicitation-questions-to-ask-your-stakeholders.html

- A Stakeholder Interview Checklist: http://boxesandarrows.com/a-stakeholder-interview-checklist/

- Generic Questions for Interviewing Stakeholders: http://www.modernanalyst.com/Resources/Articles/tabid/115/ID/1087/Generic-Questions-for-Interviewing-Stakeholders.aspx

Other useful resources:

- Interview Questions for Business Analysts and Systems Analysts: http://www.modernanalyst.com/Careers/InterviewQuestions/tabid/128/ID/1107/How-do-you-resolve-an-issue-involving-conflicting-requirements-from-two-or-more-stakeholders.aspx

- Stakeholder Matrix: A Practical Guide http://businessanalystlearnings.com/ba-techniques/2013/1/23/how-to-draw-a-stakeholder-matrix