

Key Roles and Needs Analysis

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Description: Analysis of user roles and their specific needs

Requirements Gathering Agent: Key Roles and Responsibilities Analysis

This document analyzes key roles and their needs within the Requirements Gathering Agent project. The analysis considers roles across project management, development, business, and end-user domains.

I. Project Management Roles

1. Project Manager

- **Description:** Overall responsible for the successful planning, execution, monitoring, controlling, and closure of the Requirements Gathering Agent project.
- **Primary Responsibilities:** Defining project scope, developing the project plan, managing resources, tracking progress, managing risks, and ensuring stakeholder satisfaction.
- **Key Tasks & Activities:** Creating the project charter, developing the WBS, managing the project budget, conducting stakeholder meetings, reporting project status, managing risks and issues.
- **Skills & Competencies:** Project management methodologies (Agile, Waterfall), risk management, communication, leadership, problem-solving.
- **Tools & Resources:** Project management software (Jira, Asana, MS Project), communication tools (Slack, email), budget tracking tools.
- **Information Requirements:** Project status reports, risk registers, budget information, stakeholder feedback.
- **Decision-Making Authority:** Approving project changes, allocating resources, resolving conflicts.
- **Interactions:** Works closely with all other roles, especially the Development Lead, Business Analyst, and Stakeholders.
- **Success Metrics:** On-time and within-budget project delivery, high stakeholder satisfaction, successful product launch.
- **Key Challenges:** Managing competing priorities, dealing with unforeseen technical challenges, ensuring stakeholder alignment.
- **Needs from the System:** Access to project progress reports generated by the system, ability to track key performance indicators (KPIs) related to the system's performance (e.g., download numbers, user feedback).

2. Business Analyst

- **Description:** Responsible for understanding and documenting business requirements, translating them into functional specifications, and ensuring alignment with stakeholder needs.
- **Primary Responsibilities:** Eliciting requirements from stakeholders, documenting requirements, analyzing requirements, creating user stories, and validating the system against requirements.
- **Key Tasks & Activities:** Conducting stakeholder interviews, creating user personas, writing use cases, creating requirements specifications, participating in system testing.
- **Skills & Competencies:** Requirements elicitation techniques, documentation skills, analytical skills, communication skills.
- **Tools & Resources:** Requirements management tools (Jira, Confluence), collaboration tools, prototyping tools.
- **Information Requirements:** Stakeholder feedback, existing documentation, project scope, technical specifications.
- **Decision-Making Authority:** Defining and prioritizing requirements.
- **Interactions:** Works closely with stakeholders, developers, and the Project Manager.
- **Success Metrics:** Complete and accurate requirement documentation, stakeholder satisfaction with requirements, successful system implementation.
- **Key Challenges:** Managing conflicting stakeholder requirements, balancing business needs with technical feasibility.
- **Needs from the System:** The system should provide a clear and concise overview of the requirements gathered and used to generate documentation. Ability to track requirements traceability.

II. Development and Technical Roles

3. Development Lead

- **Description:** Responsible for overseeing the technical aspects of the project, including design, development, testing, and deployment.
- **Primary Responsibilities:** Defining the technical architecture, assigning tasks to developers, conducting code reviews, ensuring code quality, and overseeing testing and deployment.
- **Key Tasks & Activities:** Designing the system architecture, writing code, conducting code reviews, managing the development team, overseeing testing and deployment.
- **Skills & Competencies:** Software development, architecture design, testing methodologies, team leadership.
- **Tools & Resources:** IDEs, version control systems (Git), testing frameworks, deployment tools.
- **Information Requirements:** Requirements specifications, technical design documents, testing results.

- **Decision-Making Authority:** Making technical decisions, resolving technical issues.
- **Interactions:** Works closely with developers, the Business Analyst, and the Project Manager.
- **Success Metrics:** On-time and high-quality software delivery, successful system deployment.
- **Key Challenges:** Managing technical complexity, meeting deadlines, ensuring code quality.
- **Needs from the System:** Access to the system's source code, ability to monitor system performance, and integration with existing development tools.

4. Software Developers

- **Description:** Responsible for writing and testing the code for the Requirements Gathering Agent.
- **Primary Responsibilities:** Implementing features, writing unit tests, participating in code reviews, debugging code, and fixing bugs.
- **Key Tasks & Activities:** Writing code, testing code, participating in code reviews, debugging, fixing bugs.
- **Skills & Competencies:** Proficiency in TypeScript, Node.js, experience with AI APIs (Azure OpenAI, Google AI, etc.).
- **Tools & Resources:** IDEs, version control systems, testing frameworks, debugging tools.
- **Information Requirements:** Technical design documents, requirements specifications, coding standards.
- **Decision-Making Authority:** Making decisions on technical implementation details within assigned tasks.
- **Interactions:** Works closely with the Development Lead and other developers.
- **Success Metrics:** High-quality code, on-time delivery of assigned tasks, successful code reviews.
- **Key Challenges:** Meeting deadlines, understanding complex requirements, resolving technical issues.
- **Needs from the System:** Well-defined APIs, clear documentation, access to testing environments.

III. Business and Stakeholder Roles

5. Stakeholders (Project Managers, Business Analysts from Client Organizations)

- **Description:** Individuals or groups who have an interest in the Requirements Gathering Agent project's success.
- **Primary Responsibilities:** Providing input on requirements, reviewing deliverables, and providing feedback.

- **Key Tasks & Activities:** Participating in requirements gathering sessions, reviewing documentation, providing feedback, approving deliverables.
- **Skills & Competencies:** Understanding of project management principles, ability to articulate requirements, provide constructive feedback.
- **Tools & Resources:** Communication tools, collaboration platforms.
- **Information Requirements:** Project updates, documentation, feedback mechanisms.
- **Decision-Making Authority:** Approving requirements and deliverables.
- **Interactions:** Works closely with the Business Analyst and Project Manager.
- **Success Metrics:** Satisfaction with the final product and its utility in their workflow.
- **Key Challenges:** Articulating their needs clearly, managing expectations, adapting to change.
- **Needs from the System:** A user-friendly system that produces accurate, relevant documentation that meets their needs. Clear communication channels for providing feedback.

IV. End-User Roles

6. End-Users (Project Managers utilizing the tool)

- **Description:** Individuals who will use the Requirements Gathering Agent to generate project documentation.
- **Primary Responsibilities:** Inputting project information, running the tool, reviewing generated documents.
- **Key Tasks & Activities:** Preparing project data, configuring the tool, running the generation process, reviewing and validating outputs.
- **Skills & Competencies:** Basic understanding of project management concepts, ability to use command-line interface.
- **Tools & Resources:** Command-line interface, text editor.
- **Information Requirements:** Instructions on using the tool, examples of generated documents, troubleshooting documentation.
- **Decision-Making Authority:** Choosing which features to utilize and reviewing the output.
- **Interactions:** Indirect interaction through the use of the tool. Direct interaction only for feedback and support.
- **Success Metrics:** Ease of use, accuracy of generated documents, time savings achieved through automation.
- **Key Challenges:** Understanding the tool's functionality, troubleshooting issues, interpreting the generated documentation.
- **Needs from the System:** Intuitive user interface (CLI), clear instructions, comprehensive documentation, robust error handling.

V. Support and Maintenance Roles

7. Support and Maintenance Team

- **Description:** Responsible for providing ongoing support and maintenance for the Requirements Gathering Agent.
- **Primary Responsibilities:** Responding to user inquiries, fixing bugs, implementing new features, and maintaining system documentation.
- **Key Tasks & Activities:** Monitoring system performance, resolving user issues, developing and deploying patches, updating documentation.
- **Skills & Competencies:** Software development, troubleshooting, customer service, technical writing.
- **Tools & Resources:** Monitoring tools, issue tracking systems, documentation tools.
- **Information Requirements:** User feedback, bug reports, system logs.
- **Decision-Making Authority:** Prioritizing bug fixes and feature requests.
- **Interactions:** Direct interaction with end-users and the development team.
- **Success Metrics:** High user satisfaction, low number of unresolved issues, timely resolution of critical bugs.
- **Key Challenges:** Balancing competing priorities, managing user expectations, dealing with unexpected issues.
- **Needs from the System:** Comprehensive monitoring tools, clear logging system, well-structured documentation.

This analysis provides a framework for understanding the key roles and their needs within the Requirements Gathering Agent project. Further refinement may be necessary as the project progresses and more specific details emerge.