Internal Documentation: Client Requirements Gathering Questions

While your background research and assessment of the scope of work will answer some questions you and your teammates have about the project, there are some questions that can only be answered by speaking directly with your client. To prepare for that meeting, you will want to note the critical questions you have so that you can be sure to discuss these questions with your client during the requirements gathering meeting.

Submit these questions well in advance of your first meeting with your client so that you can get feedback from the instructional team prior to your initial client conversation.

Project Objectives & Success Metrics

- What are the primary goals for the new/enhanced data dashboard?
    - Develop a model to track progress for 5-10 years
    - Kobo collect
    - Visualize the data on the different communities and farmers
    - Resource mapping survey
- Which key performance indicators (KPIs) or success metrics are most important for monitoring the impact of your community transformation efforts?

Stakeholders & Users

- Who are the main stakeholders (internal and external) that will use or be impacted by the dashboard?
- Can you detail the roles of these stakeholders and their specific needs or expectations from this tool?

Data Sources & Quality

- What are the primary data sources available for this project, and what is their current state (format, frequency, completeness)?
- Are there any data quality issues or integration challenges we should anticipate?

Current System & Challenges

- Is there an existing data collection or visualization system in place? If so, what are its limitations?

- What challenges have you encountered with previous data monitoring or reporting efforts?

Technical & Functional Requirements

- Are there any specific technical requirements or platforms (e.g., software integrations, hosting environments) that we must consider?
- What functionality is critical for the dashboard (e.g., types of visualizations, interactivity features, mobile responsiveness)?

User Experience & Accessibility

- Do you have any particular expectations regarding the user interface or experience?
- Are there accessibility standards or specific user demographics we should tailor the dashboard for?

Additional Considerations

- Are there any regulatory, privacy, or security concerns regarding the data that we need to address?
- Is there any other context or specific requirements (e.g., reporting formats, presentation styles) that we should be aware of before starting the project?