

Understanding Project Goals and Expectations:

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- What specific outcomes do you hope to achieve with this project?
 - Can you describe the main goals of a centralized platform in more detail?
- What success metrics or key performance indicators would you like us to consider?
 - What does a successful outcome for this project look like from your perspective?

Target Users and Stakeholders:

- What are the primary stakeholders other than the service providers for this project?
- Can you provide more details on the primary service providers we should engage with?
 - Do you have any existing data on demographics, roles, or challenges with these providers?
- Are there any particular organizations or individuals you recommend we contact for user research?
- How do service providers find and share information with you all?

Current Challenges:

- What are your biggest challenges with connecting community members with resources?

Technical and Functional

- Policy or regulatory constraints regarding how resources and information are shared and managed?
- What are your biggest pain points with your current service providers?
- What concerns or risks do you all have regarding this project?

Administrative:

- Desired reporting frequency:
 - Regarding future meetings (project check-ins) what days work best for you? And can we schedule this on a weekly/bi-weekly basis? Or would you prefer us to check in on your availability on a weekly/bi-weekly basis?
- Project timeline expectations
 - When do you want certain deliverables completed or somewhat completed?
- Deliverables
 - What is the desired process for the approval of final versions of the deliverables?

Is there anything you would like to know about us as a team or any additional information you need from us to move forward?