# TIPS FOR GETTING THE RIGHT REQUIREMENTS FROM YOUR CLIENT

Sprint Review 0: Discuss a high-level project summary and requirements of the project. Include questions for any supporting documentation. *(e.g. architecture / design, etc.)*

1. Ask leading questions: *what, why, when, where,* *how* about the product.
2. Ask for more details
   1. Then ask for more details

QUESTIONING TIPS

* Goals / Introduction to Effort: What are the client goals? Why do they need this product? Where or how are they using this product? Who will be using this product? (users)
* Project Vision / Scope: Explain how they perceive this product and how it works (what does it do? How will users interface with the product? Define type of users (levels of expertise). Will the product store or generate any data? What type of data? Where will the data be stored or displayed?).
* Deliverables (define ‘done’): What exactly to they expect from the product? Have them explain in their own words how it should operate, what it should do, how it may integrate with other products or software, (beginning, like inputs to end, outputs)
* Success Criteria: What is the client’s definition of success? (What’s good enough? 100%?)
* Assumptions?
* Expectations?
* Risks? What do they see as potential risks or “downfalls” in this project?
  + Might talk with them about our risks and capabilities
* Design / Architecture: What is the production environment? (OS?) Any design considerations? What/type inputs are required? Define the type of input data. (Expecting units?)
  + Special permissions required? Is there any previous attempts on this maybe?
* Production/Test Environments?
* Special programming requirements?
* Technical / Business Dependencies
* Key Stakeholders. Is there more than one sponsor or “evaluator”?

OTHER MEETING TIPS

1. Thank the sponsor for their help providing a class project.
   1. Is there any particular way we should address you? (first/last name)
2. Introduce all team members and their roles.
3. Obtain any sponsor contact information (email)
4. Bring paper and pencil (or laptop). Everyone should be taking notes.
5. Ask pertinent questions (see above). Get detailed explanations/answers.
6. Always be polite (say “thank you”).