

## 10b. INTERNAL MATCH: TELEPHONIC CONVERSATION TEMPLATE (T3)

### List of Questions to Ask and Record

(Explain the requirement briefly at the beginning of the call and then proceed with the questions.)

#### Questions

1. What is your understanding of the requirement? What needs to be done?
2. What is the process you will follow?
3. What are the outcomes of your process?
4. Are there any preconditions to achieving this outcome - what do you need [Design Partner Name] to do, what do you need MJM to do? What role do you want to play?
5. What are the resources (financial, human, physical) you need?

6. What is your time availability? How much time can you devote to this, over what length of time?