

City Team: _____

General

☐ timeliness, formatting, completeness (Team Lead only) _____

Document

- ☐ Cover info
- ☐ Meaningful headers
- ☐ Colophon

Interviews

- ☐ **User roles** identified – who does what and why
- ☐ **Data needs and relationships** for each user role
- ☐ **Number of interviews** required (conceptually)
- ☐ RE number of interviews: **scale up / scale down**; why?

Role-specific Information Needs

- ☐ IxD
- ☐ VisD
- ☐ ID

Other Research

- ☐ What other forms of research needed?
- ☐ Other research considerations, concerns, dependencies
- ☐ Other research plan