**Questionnaire**

General Question

1. How do you assign and track accountant responsibilities within a project?
2. How many people are currently employed in the company?
3. What are the common challenges you face in managing bookkeeping and tax-related tasks?
4. How do you ensure accurate tracking of completed tasks for compliance reporting?
5. How do you communicate internally about project updates and task progress?
6. Do you need a **hierarchy of approvals** for tasks and project completion?
7. How do you categorize your bookkeeping and accounting services projects?
8. How often do you need to **retrieve past financial records or documents**?
9. Would you prefer an integrated chat or comment system for discussing tasks within the platform?
10. How often do you miss a deadline due to inefficient tracking?

System Usability & User Experience

1. Which features do you use the most in the system?
2. Do you have any workflow system implemented on the company?
3. Do you receive notifications in a timely manner?
4. Would you prefer a **color-coded** priority system for urgent tasks?
5. What key features would you expect in a workflow system for accounting and bookkeeping?
6. What methods do you currently use for task prioritization and deadline tracking?
7. What types of reports do you generate frequently?
8. Do you need financial insights or analytics dashboards in the system?
9. What is your preferred method for receiving deadline notifications? (☐ Email ☐ SMS ☐ System Alerts ☐ Other)
10. What methods do you used to store an important file and documents?