**Wide World Importers Requirement Questionnaire**

Version 1.0

**Classification:**

**Confidential**

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| Version | Date | Modified By | Summary of Changes | Approved by |
| Version 1.0 | 25-05-2023 | Atharva Shirsalkar | First questionnaire |  |
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**Table of Contents**

[1. HIGH LEVEL BUSINESS OBJECTIVES 5](#_Toc135945616)

[2. ANALYSIS AND CONTENT REQUIREMENTS 5](#_Toc135945627)

[3. LOOK AND FEEL REQUIREMENTS 6](#_Toc135945638)

1. HIGH LEVEL BUSINESS OBJECTIVES
   1. What are the objectives of this project?
   2. What are the organization's goals regarding innovation and product development?
   3. What are your top priority business metrics?
   4. Who are the users running these reports and dossier?
   5. Do we need to enable any subscriptions/schedules for these reports?
   6. How big is the data for the OLAP? Do we need to enable cache for faster running reports?
   7. Which authentication mode is preferable for your use case?
   8. What is the frequency at which the reports and dossiers will be used?
   9. What are export options the user will be using frequently?
   10. What are the key performance indicators (KPIs) that the organization uses to measure success?
2. ANALYSIS AND CONTENT REQUIREMENTS
   1. Do you need to do trend analysis? If so, at what granularity? Year, Quarter, Month?
   2. Is there any specific drilling you need from any attributes?
   3. Any specific hierarchy your org needs to have for reports / dossiers?
   4. Which user security roles are needed for report viewing? Any Power Users from your organisation?
   5. Does your organisation have any preference for its location?
   6. What should be the runtime of reports like a specific time under which it should run?
   7. Are there any specific security measures in place to protect sensitive data (using Security Filter)?
   8. Should the users have the option to store multiple personal answers in the prompts inside any report?
   9. Which type of year (Fiscal or Calendar year) that need to be selected for running the third report.
   10. Do we need to enable drilling option into several hierarchies? If yes, should the parent attribute be visible in the report?
3. LOOK AND FEEL REQUIREMENTS
   1. Do you have any logo or tagline that you want to include on the dashboard?
   2. Do you need any specific color theme for reports? If yes, is there a Color theme variance according to the business user privileges?
   3. Do we need to include banding/outlines in some reports?
   4. Which type of screen will the user use for running the reports?
   5. Would you like to incorporate any images or visual elements in the reports? If yes, please specify the type of images or visual elements.
   6. What are the preferred modes of report viewing – graphs, grids or grid-graph?
   7. Are there any preferred AutoStyles to be used for reports?
   8. Which graph type and graph options are the most preferred?
   9. What should be number/value formatting for data like currency, simple text, percentage values, time, etc. ?

3.10 Does your organization have any preference for enhancements in the dossier – widgets, s electors, panel-stacks, information window, etc.?