Stakeholder interview plan

Team: _______________________ Team member: ____________________________

Interview Questions

(These are not in order that they will be used in an interview. These are just suggested questions to begin the process of discussing a project.)

How:
...do you envision using this product?
...are similar products currently used at the project partner organization?
...is the task this product will replace currently carried out?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What:
...current problems will be solved by the product?
...are the specific functions of the product?
...resources are already available for creating the product?
...solutions have already been tried?
...environmental stresses or forces do the product need to withstand?
...safety guidelines must be taken into consideration?
...do you imagine could ____________________?
...have you thought of?
...would it be like if ________________________?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Where:
...have you seen a similar product to what you are envisioning?
...will this be located?
...do you envision housing this project?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Who:
...will be using this product?
...is most affected by the task that this product will contribute to?
...needs a (module, password, access)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

When:
...is this product most needed?
...is this product needed by?
...is this product most likely to be used?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hints for a successful interview:

Attitude: Open attitude leads to open communication.

Attention: Show attention by body language.

Focus: Focus on content and ideas. Make mental notes of questions to ask when the speaker has finished.

Probe: Ask questions that will provide opportunity for more details to emerge.