

Key Stakeholder Interviews

PROJECT NAME

Project Purpose

Why are we doing this project?

Description

How would you describe this project?

Desired Results

What specific outcomes must we achieve to be successful?

Exclusions

What is out of project scope and should NOT be included?

Feedback Loops

Who needs to provide feedback? When and how?

People Resources

Who are the key team members?

Priorities

How would you prioritize these constraints? (1=most important)

Time

Quality

Budget

Time

When is the project due?

Quality

What does "done" look like? How will we know?

Budget

What is the budget?

Constraints

Acceptance Criteria

Who needs to sign off, on what, and when?