Requirements Gathering Checklist

Date:
Attendees:

Dashboard Audience:

Can you describe who would be using the dashboard

- Group 1 description:
- Group 2 description:
- Other group descriptions:

Dashboard Overall Purpose:

For each group identified above, describe why they would want to use the dashboard
Group 1:

- Reason 1
- Reason 2
- Reason 3

Group 2:

- Reason 1
- Reason 2
- Reason 3

Other groups:

- Reason 1
- Reason 2
- Reason 3

User Focus:

Find a few members of each group and ask them the following questions:

1. Imagine the dashboard already exists, what are you thinking just before you look at it?

Group 1:

- Answer 1
- Answer 2
- Answer 3

Group 2:

- Answer 1
- Answer 2
- Answer 3

Other groups:

- Answer 1
- Answer 2
- Answer 3

2. What problem/situation will make you look at the dashboard?

Group 1:
- Answer 1
- Answer 2
- Answer 3

Group 2:
- Answer 1
- Answer 2
- Answer 3

Other groups:
- Answer 1
- Answer 2
- Answer 3

3. What decisions will you make as a direct result of the information?

Group 1:
- Decision 1
- Decision 2
- Decision 3

Group 2:
- Decision 1
- Decision 2
- Decision 3

Other groups:
- Decision 1
- Decision 2
- Decision 3

4. What is the next thing the user needs to see right after this dashboard?

Group 1:
- Answer 1
- Answer 2
- Answer 3

Group 2:
- Answer 1
- Answer 2
- Answer 3

Other groups:
- Answer 1
- Answer 2
- Answer 3

Business / Technical Questions:

5. What are the business or organizational "pain points" the dashboard needs to address (if not already covered off):
6. Are there any Key Performance Indicators (KPIs), or other metrics that the dashboard needs to include (explain why):
7. Where does the data reside that should be used for the dashboard (if known, please list all sources):
8. What is the quality of the data (good, ok, bad for each source):
9. Is the data currently complete or is there some missing (if so please elaborate):
10. What is the security level of the data (e.g., unclassified, Protected A etc. Please identify per source):
11. Does the data contain any private or confidential data?
12. What is the security level of the dashboard (e.g., unclassified, Protected A etc.):
13. Will the dashboard need to present confidential or private data?