Interview Questions: Project Details

| **Questions** |
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| 1 | What is the primary goal of the project? |
| 2 | Are we implementing a new application or enhancing one? |
| 3 | If there is an existing application, how long has it been in place? |
| 4 | What are the reasons that the existing application is being replaced or modified? |
| 5 | What is the scope of the project? |
| 6 | Who makes scope-related decisions? |
| 7 | Has the schedule for the project already been determined? If so, what is it? |
| 8 | What is the schedule for completing the requirements phase? |
| 9 | Who is the project manager? |
| 10 | Who is the project sponsor? |
| 11 | Who are the stakeholders? |
| 12 | What are the categories of users, e.g., field scientists, statisticians, accountants, customer service representatives? |
| 13 | Who are the managers of the end users of the application? |
| 14 | How many users are there for the application? How many users are there in each category? |
| 15 | Where do the users work within the organization? |
| 16 | In what physical locations are the users located? |
| 17 | How many business analysts will work on this project? |
| 18 | Is there a Lead Business Analyst who coordinates the work? Who is that? |
| 19 | Who are the Test Manager and Test Lead? |
| 20 | Who are the Development Manager and Development Lead? |
| 21 | Who can provide a demonstration of the existing application? |
| 22 | How can I get access to the existing application in a test environment? |
| 23 | Have end user representatives already been identified? |
| 24 | Will this application be a product for sale to the public or used in house? |
| 25 | What would happen if the project were cancelled or if it was unsuccessful? |
| 26 | Are there others participating in the project, e.g., vendors, contractors, partner companies? |
| 27 | Will there be a pilot location or a beta test site? |
| 28 | Is there a training department? Who will train the end users? |
| 29 | What technologies will be employed? |
| 30 | What platform(s) will this application be running on? |
| 31 | What is the attitude among the user community toward the project? Toward IT in general? Toward the existing application? |
| 32 | What are the critical success factors? |
| 33 | What other systems will be impacted by the changes to the system or the development of this application? |
| 34 | Who will be responsible for system administration responsibilities, e.g., adding new values to tables, granting access to users? |
| 35 | Who must approve the requirements? |
| 36 | Is there a glossary of commonly used terms and abbreviations? |
| 37 | Who is responsible for Operations Readiness activities and plans? |

