

Requirements Scoping Exercise

Attendees:

Executive Sponsor(s):

SME(s):

Facilitator:

Key Users:

Designer:

Problem Definition (Why)

What **problem** are we trying to solve?

•

What are the **consequences** if we don't do this?

•

What are the **benefits** if we do?

•

End Vision Goals (3-4)

•

Priority Research Focus Areas (3-4)

•

Users and Stakeholders (Who)

Who are your users and what are they trying to do?

•

How are they currently solving this problem? What does the current process look like?

•

What environment(s) will this solution(s) exist in?

•

What should the project(s) achieve for our group(s)?

•

Solutions (What)

What solution(s) do you envision?

-

What's the deadline date for delivery? (When)

-

What's the budget for delivery?

-

What are the success criteria?

-

What content will be used within the project and where will it come from?

-

Implementation (How)

Limitations/Considerations

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What is out of scope for this project?

-

Of similar products out there – what do you like/dislike about them?

-

What other systems out there will this need to interface with?

-

Any dependencies for the work?

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