# Role Functionality Questionnaire

*contributed by Gaurav Joshi*

## Requirements Related to ‘System Functionalities’

Questions to ask relevant stakeholders to elicit system functionality related requirements.

## End Objective

To enlist functionalities / use cases / features of the existing or new system.

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| **No.** | **Questions** | **Record Response** |
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|  |  |  |
|  | What are the high-level functions this system performs?  (if scope of the assignment is new system) |  |
|  | What are the high-level functionalities in the existing system? (if scope of the assignment is existing system) |  |
|  | Which roles perform these functions? |  |
|  | Why do you perform this function / functionality? |  |
|  | Who performs this function? |  |
|  | What are the business benefits of this functionality? |  |
|  | What are the dependencies of this functionality? |  |
|  | Is there any other functionality which is dependent  on this functionality? |  |
|  | Are there any pre-requisites? |  |
|  | Are there any approvers involved? |  |
|  | Are there any functions which can be delegated? |  |
|  | What will happen if you don’t perform this functionality? |  |
|  | Any other relevant questions… |  |

## Requirements Related With ‘Roles’

Questions to ask relevant stakeholders to elicit user role related requirements.

End Objective

To enlist system roles related requirements for the existing or new system.

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| **No.** | **Questions** | **Record Response** |
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|  |  |  |
|  | Will the user have access to this functionality? |  |
|  | How will user access the functionality?  (through laptop, tablet, mobile etc.)? |  |
|  | Will the user be able to access this functionality while he / she is offline? Or can it only be access when user is online? |  |
|  | How many times in a day is a user allowed to access the functionality? (once a day or unlimited times per day etc.) |  |
|  | Do you want to control number of records  accessed by this role within the functionality? (If a functionality has list of items, then this will help  design user interface and tweak performance.) |  |
|  | Do you want to control volume of data accessed by this role within the functionality? (e.g., Say you want to show only x KB of data to user, hence improving the performance.) |  |
|  | Will the role access this functionality within  the same premise or from outside? |  |
|  | Is the role accessing this functionality Internal to organization or is it an external role? |  |
|  | Doer:  Is this role going to be created or is   the Doer responsible for this functionality? |  |
|  | Reviewer / Approver:  Is this role going to approve the  work done by Doer under the mentioned functionality? |  |
|  | Viewer:  Is this role going to just view the information? |  |
|  | Administrator:  Is this an administrator role who isn’t  from business and will be managing the functionality? |  |
|  | Any other relevant questions |  |

Requirements Related With ‘Roles’

These are the probable questions one can ask to relevant stakeholders, to breakdown the high-level use cases, into smaller user stories.

End Objective

To create a small, concise statement of functionality or quality needed to deliver value to a specific stakeholder.

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| **No.** | **Questions** | **Record Response** |
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|  | What is the objective of this high-level use case? |  |
|  | What do you want to achieve through this functionality? |  |
|  | What steps do you follow while performing  this functionality? |  |
|  | What are the steps in system? (if it is an existing system). |  |
|  | Who else uses this functionality? |  |
|  | What information do you capture during this use case? |  |
|  | Are there reviewers or approvers involved? |  |
|  | Are there any other steps which you  perform outside the system? |  |
|  | Can you share different scenarios  involved in this user story? |  |
|  | Are there any negative scenarios? |  |
|  | Any other relevant questions. |  |