# Capturing Key Requirements

## Preparation Checklist

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| --- | --- | --- |
| **Task** | **Target Date** | **Completed?** |
| **"Related documentation**  User Guides  Business Process Flows  Project Documentation  Training Materials |  |  |
| **Observe (Job Shadow)**   * Prepare questions based on observations |  |  |
| **Define questions for key requirements**   * Keep questions free of jargon * Keep questions at a business/process level. Review related documents (Don’t focus on the solution initially) * Develop scenarios to provide relatable context |  |  |
| **Requirements workshop preparation** |  |  |
| * Create an agenda   + Include any pre-work or preparation for participants.   + Document topics and responsible team members.   + Identify goals and expected outcomes for the meeting. |  |  |
| * Assign roles   + Have a separate facilitator and scribe, if possible. |  |  |
| * Send the agenda |  |  |