

BACKGROUND

Each stakeholder to answer

1. What is your Name?

2. What is your Role?

3. What is your interest in the SharePoint Project?

4. How much do you know about SharePoint?

BUSINESS OBJECTIVES

1. What are the key business objectives that you are interested in SharePoint assisting with achieving?

2. What are the key business issues that you are interested in SharePoint assisting with resolving?

BUSINESS PROCESSES (GENERAL)

1. What business processes are you interested in improving with SharePoint? For example:

- a. Document and File Management
- b. Project Collaboration
- c. Workflow and Approvals
- d. Searching for Documents
- e. Other

2. What are the main drivers for choosing the processes above? For example:

- a. Process part of the core competency
- b. Cost reduction
- c. Cycle time reduction
- d. Defect reduction
- e. Bottlenecks
- f. Obsolete/changing technology
- g. Mergers or acquisition
- h. Competitive advantage
- i. Other

3. What internal user groups and roles are involved in the processes above?

4. What external user groups and roles are involved in the processes above?

5. What security models are required? For example can all employees see everything, is there departmental security, is there role based security?

6. Do you have information strategy(ies) to cover aspects such as data lifecycle management and business meta data management?

7. If yes, briefly describe the extent to which they exist.

8. Are you interested in systems to manage information around:

- a. Corporate knowledge base
- b. Competitors
- c. Products
- d. Marketing
- e. Employee Performance
- f. Other

9. How would you describe the IT skills of the people you represent that are or will be using SharePoint?

PROJECT OBJECTIVES

1. What must be achieved, at least initially for SharePoint to be deemed successful?

2. What constraints do you have in respect to SharePoint? Eg critical date, resource availability
