# Questions to Ask Stakeholders about Workshop Products

### Reference Chapter 7 in
### *Requirements by Collaboration* by Ellen Gottesdiener, Addison-Wesley, 2002.

Answers to the following questions can help you to determine workshop inputs and outputs. Preface these questions by saying, "The next set of questions will help us determine what we need to deliver in the workshop, or the products of the workshop, as well as what we need to prepare beforehand."

- What deliverables do you expect to produce in the workshop?
- How much detail should each one have?
- What criteria will you use to know that the deliverables are complete, clear, and correct?
- Do you think that there are different expectations for these deliverables?
- How will we know that they are the quality you expect and need?
- What decisions should be made in the workshop?
- Are there any other outcomes you'd like to see from the workshop?
- Is it more important to define broader requirements information at a higher level of detail, or less requirements information with more detail?
- What modeling notations, if any, do you prefer?
- What templates or formats are you using for requirements (for example, use cases or business rules templates)?
- Do you have sample requirements documents or models that have been successful in the past that we can use as examples?
- How familiar are the project staff with requirements methods and models?
- Which requirements deliverables are most critical to the project? Why?
- Will anyone use any of the requirements models (text or visual) for downstream work such as prototypes or design?
- What starting points do you have for creating the deliverables?
- Will you or others be available to create draft requirements before the workshop?
- How much lead time do we have to pull together input products?
- Will we conduct multiple workshops, or create all the products in one workshop?
- Who can review instructions for group activities?
- Do we have or can we create sample models that are relevant to the project?
- Where will all this workshop material be stored (a workshop repository)?
- Do we need to do any work to create this repository?
- Who will let the participants know about where it will be stored?