

2: Interview Review

Responses to these questions should be sent by: _____.

1. Review and revise Worksheet #1.
2. Client Interview Review
 - a. What type of work does your client do?
 - b. What task or job does your client need your services for:
 - c. Who will be the user of your work:
 - d. Will you be developing something from scratch, maintaining or extending an existing application, or is this still undecided:
 - e. Does your client have a list of features? If so, what are they:
 - f. Is there an example application or service that you can use as a reference for the desired features? If so, what is it and why do you need to develop something new?
 - g. Are there any questions that you now realize you should have asked during your initial interview?
 - h. How much “dead time” happened during your initial interview and how can you avoid this in the future?
 - i. What questions do you need to pursue during your next client interview?
 - j. Are there any specific coding or documentation standards your client expects you to use? If not, what standards will you use for coding/documentation?

3. Deliverables and Artifacts

a. General Deliverables – Check all that apply:

<input type="checkbox"/>	Executable Application
<input type="checkbox"/>	Source Code
<input type="checkbox"/>	User Manuals
<input type="checkbox"/>	Installation Guide
<input type="checkbox"/>	Developer Documentation
<input type="checkbox"/>	Deployed Website or Service

b. List any additional deliverables or details that aren't included above (like if you need executables for several different platforms)

c. Common artifacts – Check all that apply:

<input type="checkbox"/>	Use cases
<input type="checkbox"/>	UML Models / Class Diagrams
<input type="checkbox"/>	Unit Tests
<input type="checkbox"/>	ER Diagrams / Database Schema

d. List any additional artifacts that you expect to produce:

4. Based on what you now know, prepare use-cases describing the use of each major feature of your project. This is not a UML diagram, but a text based description of how a user will be interacting with the system. (Use the “casual” form of a Use-Case described on http://en.wikipedia.org/wiki/Use_case. A good description of use cases can also be found at You can see examples of use-cases at <http://www.usability.gov/methods/usecases.html> .):
5. If appropriate, develop paper prototypes of user interfaces to review with your client. Bring these to your next meeting.
6. Unknown Technologies / Tools:
- a. Are there any special features or abilities that you need to provide that you don't have experience with? (ex: producing PDFs, 2D or 3D graphics, Database storage, barcodes, networking, etc.). If so, what?
 - b. How do you plan to investigate these?
 - c. How will you decide on a particular solution? (Cost? Availability of a specific feature? Maturity of the tool? Quality of documentation? Client input? etc.)
7. Are there any specific development tools (IDEs, APIs, etc.) that you expect to use for this project? If so, list them here:

8. Install and begin using any project specific tools. Ensure that you can at least do the equivalent of a "Hello World" program with any new IDEs or write an initial simple sample program with any new APIs. Be prepared to demonstrate your progress at your next meeting.