KEY STAKEHOLDER INTERVIEW

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| Interviewee:Interviewer: | Date: |
| PROJECT PURPOSE (key reason(s) for the project) |
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| DESCRIPTION (the how, what and when of key deliverables) |
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| DESIRED RESULTS (a prioritized list of specific and measurable deliverables) |
|  |  |
| EXCLUSIONS (items out of scope) |  |
|  |  |
| COMMUNICATION NEEDS (who, how, how often) |
| Interviewee: | How Often:  |
|  |  |
| ACCEPTANCE CRITERIA (who needs to sign off on what, and how they will sign off) |
|  |  |
| CONSTRAINTS (a prioritized list of restrictions or limitations) |
| 1.2.3. | 4.5.6. |