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# Requirements interview checklist

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## ***Keywords***

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[WARP, Requirements, Interview, Checklist]

## ***Important notice***

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This example interview checklist can be used when capturing or validating the requirements of potential WARP members. It consists of six points for discussion which can be sent to the potential WARP members in advance of the meetings. The resulting requirements capture can be used to help position the case for WARP membership when recruiting members. It will also help ensure that the WARP development will provide services which meet the needs of the WARP community.

It is recommended that this example document be edited to produce one which best meets the emerging WARP's specific needs and to which their particular community naming/branding may be applied. This front sheet should therefore be removed and should not form any part of the final document. The document, or parts of it, can be cut and pasted into other documents as required

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# Interview Checklist

The following six points can be used when capturing or validating the requirements of a potential WARP member. They aim to address:

## **1. The value of the WARP services**

Discuss with the interviewee the benefits to them of each service and try to prioritise. The benefits could for example be cost savings, increased security or an opportunity to raise the profile of the organisation and increase awareness.

- Filtered Warning;
- Advice Brokering;
- Trusted sharing.

This will help determine which of these services should be provided first and how they may need to be tailored to meet the needs of the WARP community.

## **2. The commitment to taking part in a WARP**

Discuss with the interviewee how much time they would be prepared to spend within their organisation, viz: reading the advice, heading and acting on the warnings, and reporting items of interest e.g. incidents and good practice solutions. Also try to obtain a feeling for a reasonable subscription rate they would be prepared to pay.

## **3. The Cost/benefit calculation**

Discuss with the interviewee an analysis from points 1 & 2 which will be purely subjective at this stage, unless some objective measures come out of the discussions.

## **4. The Authorisation level to becoming a WARP member**

Discuss with the interviewee the makeup of their organisation and who would have to authorise participation and becoming a member of the WARP.

## **5. The Authorisation process to becoming a WARP member**

Discuss with the interviewee what processes are followed in the interviewee's organisation to get agreement to become a member of a WARP – e.g. do they have business case templates, cost thresholds for manpower investment, legal support etc.

## **6. The best language to use**

Discuss with the interviewee the best approach and language to use when arguing the business case. From discussions in 1 to 5, try to obtain a better understanding of the language which will empathise with the people who would authorise membership of the WARP. For example, are there any compliance issues, or are there any reputation issues or specific eGov issues, which the WARP would help to resolve?

The resulting answers to these questions will help ensure that the WARP services are developed to meet the needs of the WARP community, as well as helping formulate the best approach to recruiting members of the WARP.