

1:1 Interviews with Project Stakeholders template

Purpose

As part of the information gathering for the project, conduct 1:1 interviews with core team members and other stakeholders. These interviews can inform the project plan and schedule, the kick-off meeting and the risk workshop.

Questions

General

1. What do you understand this project to be?
2. What are your goals for this project?
3. What would success look like?
4. What could we do that would doom the project?
5. Even if we screw up everything else, what do we have to nail?
6. How do you like to be updated/involved?

Function-specific

1. Can you map out the work flows for your group? (a diagram is helpful)
2. What dependencies/pairings exist for your group?
3. What are some of the risks that you see for your group?
4. Are there other projects which currently are running (or have occurred - successfully or not) which will inform our thinking on this project?
5. Are there others in your group (or in the organization) that we should loop into the discussions? If so, who? and how?
6. Is there anything else we haven't covered that should be considered?