Key Stakeholder Interview

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| Interviewee: |
| Interviewer: | Date: |

Project Purpose (key reason[s] for the project)

Description (the how, what, and when of key deliverables)

Desired Results (a prioritized list of specific and measurable deliverables)

Exclusions (items out of scope)

Communication Needs (who, how, and how often)

| Interviewee: | How Often: |
| --- | --- |
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Acceptance Criteria (who needs to sign off on what, and how they will sign off)

Constraints (a prioritized list of restrictions or limitations)