A close up of a sign

Description automatically generated

**USER REQUIREMENTS GATHERING WORKSHEET**

**FOR DASHBOARDS**



**QUESTIONS TO ASK USERS**

1. What problem are you trying to solve? What need are you addressing?
2. What are the key performance indicators that you will measure?
3. How are these indicators defined or calculated?
4. Will you need to limit the data you see (for example, will you need to only look at results from a specific region or a specific time frame)? How so?
5. Are all the data sources you need to answer your questions currently available?
6. Are there any reports you use today that could be provided as examples of what would be useful? If so, please provide them.
7. If you had all this information in front of you, would you have enough information to take action? What action would you take? Would you need to know anything else?

**BUSINESS REQUIREMENTS**

Who is the target audience for this dashboard?

WHO?

Primary Business Owner:

Primary Technical Owner:

What problem is this dashboard aiming to address?

WHAT?

What requirements have been expressed for this content?

What actions are the users trying to take based on this data?

Additional notes on business requirements

**TECHNICAL REQUIREMENTS**

WHAT?

Do you have examples of existing reports that should be replicated?

Do you have product specifications, or requirements for what metrics?

you need?

Will having this data in another database replace an existing system?

WHERE?

Is the data needed for this dashboard readily available?

Which data sources correlate to this dashboard?

Where does this data live?

Who should have access to this data?

WHO?

Who should not have access to this data?

Additional notes on technical requirements