**Interview Template**

Fill out this sheet for each interview.

Before the Interview

Interviewee name:

Organization:

Contact Information:

State the hypotheses you want to test in this interview. These should be developed from your stakeholder-feature model as well as what you learned in prior interviews.

* H1:
* H2:
* H3:

Write down at least three questions to ask to test these hypotheses.

* Q1:
* Q2:
* Q3:

During the Interview

Have one person ask the questions while a second person takes notes. Try to get the person to talk as much as possible.

At the end of the interview ask:

* “What other questions should I have asked?”
* “Who else should I talk to?”

After the Interview

The questioner and the note taker should work together to provide short answers to the following questions:

*What I thought before the interview:*

*What I learned during the interview:*

*What actions do I need to take next:*

*Key Insight: What is the one most important thing related to the project we learned from this interview?*