

SME QUESTIONNAIRE – AREA

You have been identified as a Subject Matter Expert for a particular area or set of functions within the organization. The purpose of this questionnaire is to gather as much information about your functional area and the specific tasks that your area is responsible for, as it relates to your area of expertise. This information will become the basis for determining the specific requirements for the new system.

As you are completing this questionnaire please consider your current work flow including automated (computer) systems, manual processes, documents, and other methods of communication that help you do your job.

DEPARTMENT INFO

Your Name:		Today's Date:	
SME Area of Expertise:			
Department Name:		# of People in Department:	
Your Job Title:		# of People Reporting to You:	
Who Are Your Customers:		# of Customers:	

FOR EACH MAJOR JOB ACTIVITY OR TASK

Task Description	Frequency	Automated System	End Result of Task and Follow-up	Additional Features and Capabilities
1.				
2.				
3.				
4.				
5.				

LIST AND PROVIDE SAMPLES OF MATERIALS USED IN YOUR JOB

Describe reports, forms, and any other paper-based materials that help you do your job.
Please bring a sample of each document for the follow-up interview.

Name	Purpose	Recipient
1.		
2.		