# **Client Interview Assignment**

In this assignment you are tasked with creating a set of interview questions for your sponsor about the project you’ve been assigned.  Your team must ask at least 10 questions about the project.

**Submit a document containing your 10 (at minimum) questions.**

Your submission does not have to include the answers to these questions from your sponsor.

**As a team, you should also contact your sponsor and setup a face-to-face (or phone or skype) meeting** where you introduce your teammates and get answers to your 10 questions.  You will use these answers to create a requirements document that your sponsor will agree on before you begin the project.

Possible question topics include (but not limited to):

* Project Concept or Purpose
* Timeline (Sponsor Due dates and milestones)
* Deliverables
* Technologies needed / desired to be used

Remember, these questions should be focused on the customer, and how you can best create value for them while executing the project.

**Rubric:**

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| **Criteria** | **Description** | **Points** |
| Question Count | Submission includes 10 or more questions | 20 |
| Written Quality | All Submitted questions are grammatically correct and contain no spelling errors. | 10 |
| Professionalism | All submitted questions are appropriate for a professional setting in both style and tone. | 10 |
| Customer Focus | Some or all submitted questions target customer needs. | 30 |
| Requirements Focus | Some Submitted questions target requirements related to deadlines, technology requirements, or deliverables that are related to project management. | 30 |