

Stakeholder Interaction and Interviews Documentation

Project Title

NextGen Inventory Management System

Date

2024-06-07

Document Owner

Jane Doe, Business Analyst

Stakeholder Overview

Name	Role	Contact
Michael Smith	Operations Manager	m.smith@example.com
Linda Brown	IT Lead	l.brown@example.com
Kevin Lee	Warehouse Supervisor	k.lee@example.com

Summary of Interactions

- Initial requirements gathering meeting (2024-05-28) – All key stakeholders attended. High-level goals discussed.
- Interview with Operations Manager (2024-05-30) – Focused on pain points in current process.
- Interview with Warehouse Supervisor (2024-06-01) – Walkthrough of day-to-day operations and system bottlenecks.
- Follow-up with IT Lead (2024-06-05) – Feasibility of integration and technical requirements.

Detailed Interview Notes

Interviewee: Michael Smith (Operations Manager)

- Key challenges: Manual data entry, delayed report generation, lack of real-time updates.
- Wants a dashboard for low-stock alerts and order tracking.
- Concerned about user adoption and training needs.

Interviewee: Kevin Lee (Warehouse Supervisor)

- Currently maintains inventory using spreadsheets.
- Noted frequent issues with incorrect stock levels after shipments.
- Requested barcode scanning capability to speed up workflow.

Interviewee: Linda Brown (IT Lead)

- System must integrate with existing ERP.
- Prefers cloud-based deployment for easier maintenance.
- Stressed importance of user authentication and audit trails.

Action Items

- Draft requirements specification based on collected input.
- Schedule demo session with stakeholders for feedback on proposed solution.
- Consult IT department on data migration approach.

Important Notes

- Accurate documentation ensures stakeholder needs are fully captured.
- Interview notes should be reviewed with participants to confirm understanding.
- Action items must be tracked and followed up in subsequent meetings.
- Update this document as new interactions occur or requirements evolve.