

Participant On-Line Antarctic Research Information Coordination Environment

POLAR ICE User Requirements Questionnaire

This questionnaire is designed to capture specific user requirements for POLAR ICE. This is not intended to replace the interview process except where absolutely necessary. To schedule a personal or phone interview, please send e-mail to icedesign@polar.org and arrangements will be coordinated.

Users should be aware that all attempts will be made to include appropriate requirements in the initial release of POLAR ICE; however, no guarantees are given that any specific request will be part of the delivered system.

1. User Contact Information	
Title:	
Name:	
Organization:	
Address:	
City:	
State/Province:	
Zip/Postal Code:	
Country:	
E-mail:	
Phone:	
2. User Profile Information	
Job Title:	
Key Responsibilities:	
Describe briefly your business process:	
What is your role in this process?	
What are your measures for successful planning?	
What are the barriers you encounter in the current planning process?	
3. User System Profile	
Computer Type:	
Operating System:	
Processor Speed:	
RAM:	
Browser:	
Version:	
Do you have Internet access?	
Connection:	
Modem Speed:	

4. System Interaction Comments	
What inputs to an automated planning system do you need to best support your role?	
Where do these inputs originate?	
What outputs from an automated planning system do you need to best support your role?	
Where do these outputs originate?	
For whom are these outputs produced?	
Briefly describe your most common interactions with an automated planning system. For example, "I enter my research requirements", or "I review SIPs". What are the step-by-step ways you accomplish your tasks? Include any data outputs required for external systems.	
Interaction:	
Description:	
Briefly describe "the perfect system" for your needs:	

5. Current System Assessment

What problems currently exist in your interaction with the system? Or, where does the current system fall short in meeting the needs of your role in the planning process?

Problem:	
Why it exists:	
How you solve it:	
How you would like to solve it:	
Problem:	
Why it exists:	
How you solve it:	
How you would like to solve it:	
Problem:	
Why it exists:	
How you solve it:	
How you would like to solve it:	
Problem:	
Why it exists:	
How you solve it:	
How you would like to solve it:	
Problem:	
Why it exists:	
How you solve it:	
How you would like to solve it:	

What are the best aspects of the current system (things you'd like to see in POLAR ICE)? Or, where does the system best support the needs of your role in the planning process?

Support:	
Why it's important:	
Support:	
Why it's important:	
Support:	
Why it's important:	

6. Output Requirements	
Please describe any reports you or your team needs to derive from an automated planning system. Please be as specific as possible, including required fields, filters, sorting, and totals, if applicable.	
Report Title:	
Report Description:	
Required Fields:	
Filters:	
Sorts:	
Totals:	
Report Title:	
Report Description:	
Required Fields:	
Filters:	
Sorts:	
Totals:	
Report Title:	
Report Description:	
Required Fields:	
Filters:	
Sorts:	
Totals:	
Report Title:	
Report Description:	
Required Fields:	
Filters:	
Sorts:	
Totals:	
Report Title:	
Report Description:	
Required Fields:	
Filters:	
Sorts:	
Totals:	
7. User Environment	
Who are the users in your group or process?	
Educational background:	
Computer background:	
Experience w/ similar apps:	
What platforms are in use?	
What are the planned future platforms, if any?	
What additional applications does the system interact with or need to interact with?	
Describe actual or proposed interaction with these applications:	

8. Current System Recap	
Problems mentioned:	
Represent all problems?	
Other problems:	
Rank problems.	
Support features mentioned:	
Does this represent all support features?	
Other support features:	
Rank support features.	
9. User Expectations	
What are your expectations for:	
Reliability:	
Usability:	
Training:	
Help:	
Performance:	
Security:	
Support:	
10. Other Requirements	
Can you think of any other requirements we haven't discussed?	
Will you validate user cases/requirements?	
Can I call or e-mail you to answer any questions?	
Is there anyone else from your team I should talk to?	

11. Other User Input

Do you have any additional comments?