Stakeholder Interview Notes Template

Notes from an interview with an internal stakeholder at the start of a project: what they need, how they define success, what worries them, and what constraints apply.

Project	
Stakeholder (name, role, team)	
Interviewer	
Date	
Influence on the project	decides / approves / consulted / informed

Their goals

What they want the project to achieve, in their words.

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How they define success

Metrics or outcomes they named.

Current pain points

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Requirements and must-haves

Requirement	Must / nice to have	Why

Constraints

Budget, deadlines, systems, rules, people.

Concerns and risks they see

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Key quotes

- "…"

Follow-ups

Action	Who	By when

How to fill it in

- **Their words, not your interpretation.** Quote key phrases exactly.
- **Separate must-haves from wishes** — ask "what happens if we don't do this?"
- **Record what they didn't know** as open questions, not as assumptions.
- **Compare across interviews** afterwards: conflicting requirements between stakeholders are a key finding.