

Homework for the CRV analyst series

August 27th 2008

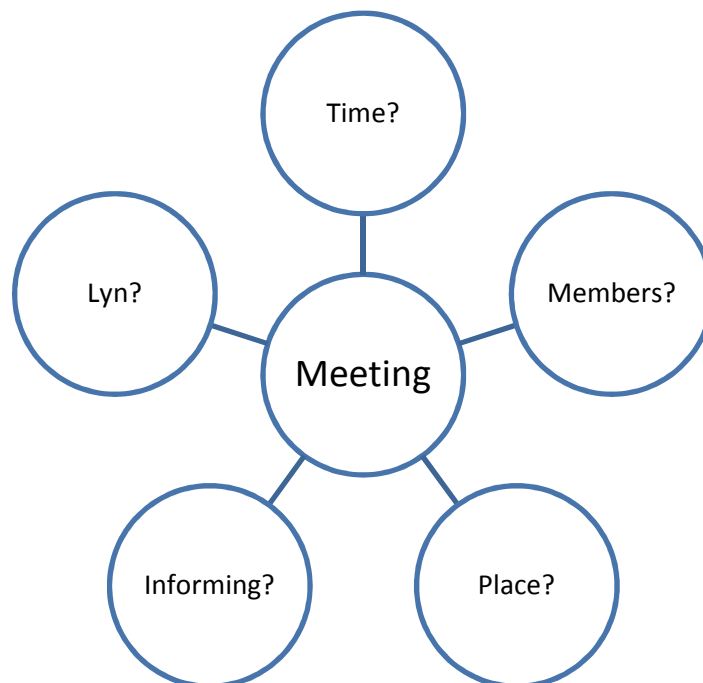
Assignment

Make a list of questions to ask Lyn.

Possible solution to the assignment

Formulate questions that help to identify the problem at hand, background and the main issue(s). These questions should help the analyst to understand the situation (what is going on?)

Problem Flow Chart



Questions

Problem involves

- **Mensa meeting**
 - **Time**
 - When is it held?
 - How long does it last?
 - How much time do you have to choose a new location?
 - How much time are you going to invest into that event (organizing etc?)
 - How fast do you need to make a decision
 - **Place**
 - What should the venue consist of (equipment, properties etc)?
 - Are there specific restrictions or requirements for the venue? (What are they?)
 - **Members**
 - How many members will be there?
 - What are the means for contacting them?
 - **Lyn (representative)**
 - What will be your responsibilities regarding the Mensa meeting?
 - How much time are you going to invest into that event (organizing etc?)
 - **Meeting**
 - What is the agenda for the meeting?
 - What else besides the meeting is planned?

Answer to Lyn question

How can I help you?

Point to critical aspects

Provide information about different possibilities