

Preparation Before the SME Interview

Effective preparation is key to a successful SME interview. Here's a concise overview of the steps involved:

Understand the Subject Matter

- **Research:** Conduct thorough research on the software or feature.
- **Terminology:** Learn relevant terms and concepts.
- **Key Components:** Identify critical features to focus on.
- **User Feedback:** Review common issues and questions.

Define Objectives

- **Information Needs:** Determine what information is required based on the audience and scope.
- **Structured Questions:** Prepare a list of organized, prioritized questions.
- **Identify Gaps:** Plan to address potential information gaps.

Choose the Right SME

- **Relevant Expertise:** Match SME's knowledge with your needs.
- **Recommendations:** Consult project managers and team leads.
- **Availability and Willingness:** Ensure SME is available and willing to participate.
- **Communication Skills:** Choose someone who explains concepts clearly.

Logistics

- **Schedule:** Find a convenient time and send calendar invites.
- **Format:** Decide on in-person, virtual, or phone interviews.
- **Preparation Materials:** Provide an overview and relevant documents.
- **Recording:** Plan to record the interview with permission.
- **Time Management:** Stick to the agreed duration and prioritize key topics.
- **Follow-Up:** Plan for additional sessions if needed and provide summaries for review.

