

# User Stories Worksheet

2024 Nonprofit Technology Conference



**SETUP:** You are a Business Analyst working with a nonprofit to collect their user stories for a new intranet that will centralize all org-wide documentation like training materials and employee guides; provide a staff directory; and foster remote collaboration.

- 1) Introduce yourself and ask about your stakeholder's job role.
- 2) Propose an archetype that represents your stakeholder and their peers based on their shared attributes:

<b>Archetype:</b>	
<b>Responsibilities:</b>	
<b>Goals:</b>	
<b>Challenges:</b>	
<b>Tools:</b>	

- 3) Now draft 2 user stories to capture their main needs and desires of a new intranet.
  - a) What needs to happen from the user's perspective?
  - b) Why is it important?
  - c) When will the user achieve the desired outcome?

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*Skeleton Key*  
STRATEGIES

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As a(n) \_\_\_\_\_, want to \_\_\_\_\_  
(archetype) (take action)

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so that \_\_\_\_\_  
(reason)

**I will know this has been achieved when:**

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(Acceptance Criteria #1)

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(Acceptance Criteria #2)

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As a(n) \_\_\_\_\_, want to \_\_\_\_\_  
(archetype) (take action)

---

so that \_\_\_\_\_  
(reason)

**I will know this has been achieved when:**

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(Acceptance Criteria #1)

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(Acceptance Criteria #2)

- 4) Now review and refine your user stories with your stakeholder.
- a) Did you capture their need correctly?
  - b) Have you identified the business reason why their need is important?
  - c) Have you avoided prescribing a specific solution for the intranet technology?