Mastering the Requirements Process

By mastering the project requirements process, business analysts and project managers can better manage customers' expectations and satisfy their needs. Requirements discovery is the first step to a successful project. This workshop focuses on the skills necessary to thoroughly gather requirements from stakeholders, procedures, system components, and various business documents. Quality requirements statements are the next step in a successful project. This workshop provides the best practices to write specific, measurable, achievable, realistic, and traceable, requirements statements. Finally, requirements must be properly communicated, validated and signed off to achieve a successful project outcome. By the end of this course, participants will have accomplished all three. Overall the workshop is designed to give participants the skills, hands on application and confidence they need to tackle any project by producing and gaining approval for a quality requirements document.

Audience Those who need an advanced and detailed approach to defining business/technical requirements and implementing new processes or methodologies.

Prerequisites: Previous professional experience in business analysis is required.

Number of Days: 3 days

1. Introduction
- What is a Requirement?
- Workshop Objectives
- Analysis Work
- Business Analysis Body of Knowledge (BABOK) Companies
- Workshop Agenda
- The Cost of Bad Requirements
- The System Development Life Cycle
- Workshop Logistics

2. Requirements Process
- Requirements
- Types of Requirements
- Developing Requirements – Where do We Begin?
- Current State vs. Future State
- Discovery
- Performing Enterprise Analysis
- Requirements Documentation
- The Requirements Attributes for Traceability to the Source
- Requirement Identification
- Organizing Requirements
- Requirements Exclusions – Out of Scope
- The Phased or Iterative Approach
- Dictionary of Terms
- Planning on Requirements Work

3. Requirement Essentials
- How Shall We Write Requirements?
- SMART Requirements
- Guidelines for Documenting Requirements
- Quality Requirements?
- The Grammar of Requirements
- Ambiguous Words
- Pronouns
- Synonyms
- Negative Words
- Adverbs
- Adjectives
- Measuring Success (Testing Requirements)
- Requirements Statements vs. Design Statements
- Turning Design Statements into Requirements

4. The Business Case
- Documenting the Business Case
- Building the Business Case
- Project Context
- Actors and External Entities
- The Context Diagram