

Identifying and Managing Successful Requirements

Vendor Course Code: IMSR

Course Length: 3 days

Overview:

A Bit About The Course

By identifying and managing successful requirements, 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 users, procedures, system components, and various business documents. Quality requirements statements are the next step in a successful project. So, participants will learn best practice techniques 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. We encourage all clients to take advantage of the pre and post assessment aligned to this program. Please ask your account manager for more information about the workshop assessments.

Skills Gained:

Discover How To

- Apply concepts and techniques applicable to any tool or methodology.
- Elicit and capture stakeholder's requests and turn them into requirements.
- Write high quality business, functional and non-functional requirements
- Communicate, validate and gain sign off on the requirements document

Competencies

- Enterprise Analysis
- Business Needs Definition
- Determine Solution Approach
- Solutions Scope Definition
- Business Case Definition
- Business Analysis Planning and Monitoring
- Elicitation
- Requirements Management and Communication
- Requirements Analysis
- Solution Assessment and Validation
- Assess Organisational Readiness
- Underlying Competencies
- Techniques

Credit Points

PDUs: 21 credits

CDUs: 21 credits

Key Topics:

Requirements Process

- Recognise the cost of bad requirements
- System Development Life Cycle
- As-is and to-be analysis work

The Discovery Process

- Correlate project size to requirements analysis
- Plan requirements work
- Perform an enterprise analysis overview

Requirements Essentials

- Requirements best practices
- Define the types of requirements
- Requirements grammar
- Differentiate requirements statements from design statements
- Write measurable requirements for success and testability
- Requirements documentation components

Business Requirements

- Recognise the components of business requirements
- Define system scope using a context diagram
- Write business requirements and draw a context diagram for the case study

User Requirements

- Best practices for user interactions
- Identify the various people involved in requirements
- Requirements elicitation techniques
- Requirements tracing
- Facilitated requirements session
- Document user requirements for further development

Functional Requirements

- Functional requirements and functions
- Identify where functional requirements come from
- Turn user requirements into functional requirements
- Use Case components
- Turn a Use Case into functional requirements
- Turn artefacts into functional requirements
- Determine the correct level and format for functional requirements

Quality of Service Requirements

- Quality of service requirements
- Learn how to build quality of service requirements from user and functional requirements
- Build quality of service requirements from business rules

Building the Requirements Package

- Identify Requirements Attributes
- Understand how requirements are often missed
- Review and rewrite requirements statements for quality
- Cross-functional team work
- Documenting newly discovered requirements
- Manage the project scope in the requirements specification
- Build a requirements specification appropriate for the target audience

Requirements Communication

- Best practices for effective requirements communication
- Requirements validation meeting
- Verify requirements with identified stakeholders
- Justify and interactively update requirements statements
- Gain sign-off approval to continue with design work

Get to the heart of the matter

Who Should Attend

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

Target Audience:

Prerequisites:

Fast Start in Business Analysis