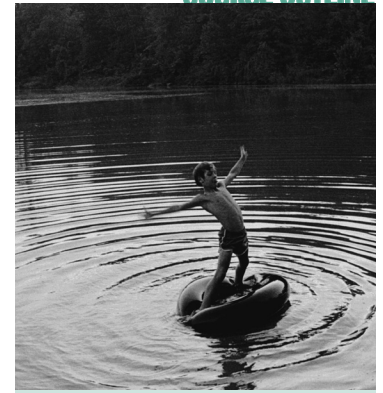**Sys·tem·a·tion**®

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.

DURATION:
Traditional - 3 days.
Virtual - 24 hours.

CAPACITY: 20 people.

WHO SHOULD
ATTEND: those who
need an advanced and
detailed approach to
defining business/
technical requirements
and implementing new
processes or methodologies.

PREREQUISITES: Fast
Start® in Business Analysis.

PDUs: 21 credits.

CDUs: 24 credits.

FEATURES

- Our facilitators bring real-world experience to every workshop.

- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.

- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.

- Our workshop is consistent with the International Institute of Business Analysis' *Guide to the Business Analysis Body of Knowledge (BABOK® Guide)*.

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

Business Analysis Planning and Monitoring
   Plan Business Analysis
      Approach
Elicitation & Collaboration
   Conduct Elicitation
   Confirm Elicitation Results
Requirements Life Cycle Management
   Trace Requirements
   Maintain Requirements
   Prioritize Requirements
   Assess Requirements Changes
   Approve Requirements
Requirements Analysis & Design Definition
   Specify & Model Requirements
   Verify Requirements
   Validate Requirements
Solution Evaluation
   Measure Solution Performance
   Analyze Performance Measures
   Assess Solution Limitations
   Assess Enterprise Limitations
   Recommend Actions to
      Increase Solution
Underlying Competencies
   Analytical Thinking & Problem
      Solving
   Behavioral Characteristics
   Business Knowledge
   Communication Skills
   Interaction Skills
   Tools & Technology

OUTLINE SUMMARY

Requirements Process
- Recognize 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 Case
- Recognize the components of business requirements
- Define system scope using a context diagram
- Write business requirements and draw a context diagram for the case study

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

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

Non-Functional Requirements
- Non-functional requirements
- Learn how to build non-functional requirements from stakeholder and functional requirements.
- Build non-functional requirements from business rules.

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.

Sys·tem·a′·tion®

Get to the Heart of the Matter.®