

Gathering and Managing Project Requirements

3 Days

Gathering quality requirements is the first step to a successful project. This class focuses on the skills necessary to thoroughly gather requirements from stakeholders, procedures, system components, and various business documents. Participants will learn the best practices to write specific, measurable, achievable, realistic, and traceable, requirements statements. In addition, requirements must be properly communicated, validated and signed to achieve a successful project outcome. By the end of this course, participants will have accomplished all three. Overall, the class will give participants the skills, hands-on application and confidence needed to tackle any project by producing and gaining approval for a quality requirements document.

WHO SHOULD ATTEND

This course is designed for professionals who need an advanced and detailed approach to understanding, gathering, and defining business and technical requirements.

WHAT YOU WILL ACHIEVE

- Understand how and where to look to elicit requirements
- Learn how to facilitate a requirements session
- Learn best practices for writing clear requirements
- Understand the many different types of requirements and their purpose
- Learn how to use diagrams to illustrate requirements more clearly
- Learn how to communicate clear and accurate requirements
- Learn how to validate requirements

WHAT YOU WILL LEARN

Part 1: Introduction

- What is a Requirement?
- Introduction to the Business Analysis Body of Knowledge® (BABOK®)
- The Cost of Bad Requirements

Part 2: Requirements Process

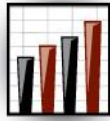
- Types of Requirements
- Developing Requirements: Where do We Begin?
- Current State vs. Future State
- Performing Enterprise Analysis
- Requirements Documentation
- Traceability to the Source
- Requirement Identification

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- Organizing Requirements
- Requirements Exclusions Out of Scope
- The Phased or Iterative Approach

Part 3: Requirements 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

Part 4: The Business Case

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

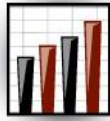
Part 5: Stakeholder Requirements

- The People Side of Requirements
- Best Practices for Stakeholder Interactions
- Requirements Elicitation Techniques
- Identifying Stakeholder Requirements
- Facilitating a Requirements Discovery Session

Part 6: Functional Requirements

- Functional Requirements
- Level of Detail for Functional Requirements
- So What Are Functions?
- Words to Avoid
- Where Can We Find Functional Requirements?
- Writing Functional Requirements from Stakeholder Requirements

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- Writing Functional Requirements from a Use Case
- Writing Functional Requirements from Artifacts

Part 7: Non-Functional Requirements

- Reliability Requirement Statements
- Performance Efficiency Requirement Statements
- Operability & Usability Requirement Statement
- Security Requirement Statements
- Compatibility Requirement Statements
- Maintainability and Supportability Requirements
- Transferability and Portability
- Where Can We Find Quality of Service Requirements?
- Other Places to Look for Non-Functional Requirements
- Writing Non-Functional Requirements from Stakeholder Requirements
- Writing Non-Functional Requirements from Use Cases
- Writing Non-Functional Requirements from Functional Requirements
- Writing Non-Functional Requirements from Artifacts
- Transition Requirements

Part 8: The Requirements Communication

- Purpose of Requirements Communication
- Requirement Document
- Levels of Requirements Communication
- Peer Review
- Stakeholder Walkthrough
- Requirements Inspection
- Sign-Off Approval
- The Requirements Baseline